





Minooka Community High School

2019-2020

Central Campus

301 South Wabena

Minooka, IL 60447

(815) 467-2140

www.mchs.net

South Campus

26655 West Eames

Channahon, IL 60410

(815) 521 4001

www.mchs.net

**FAILURE TO CARRY YOUR HANDBOOK MAY PROHIBIT YOU
FROM GETTING HALLWAY PASSES**

Property of: _____

Address: _____

Phone #: _____ Email: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

The information in this book was the best available at press time. Watch for additional information and changes.



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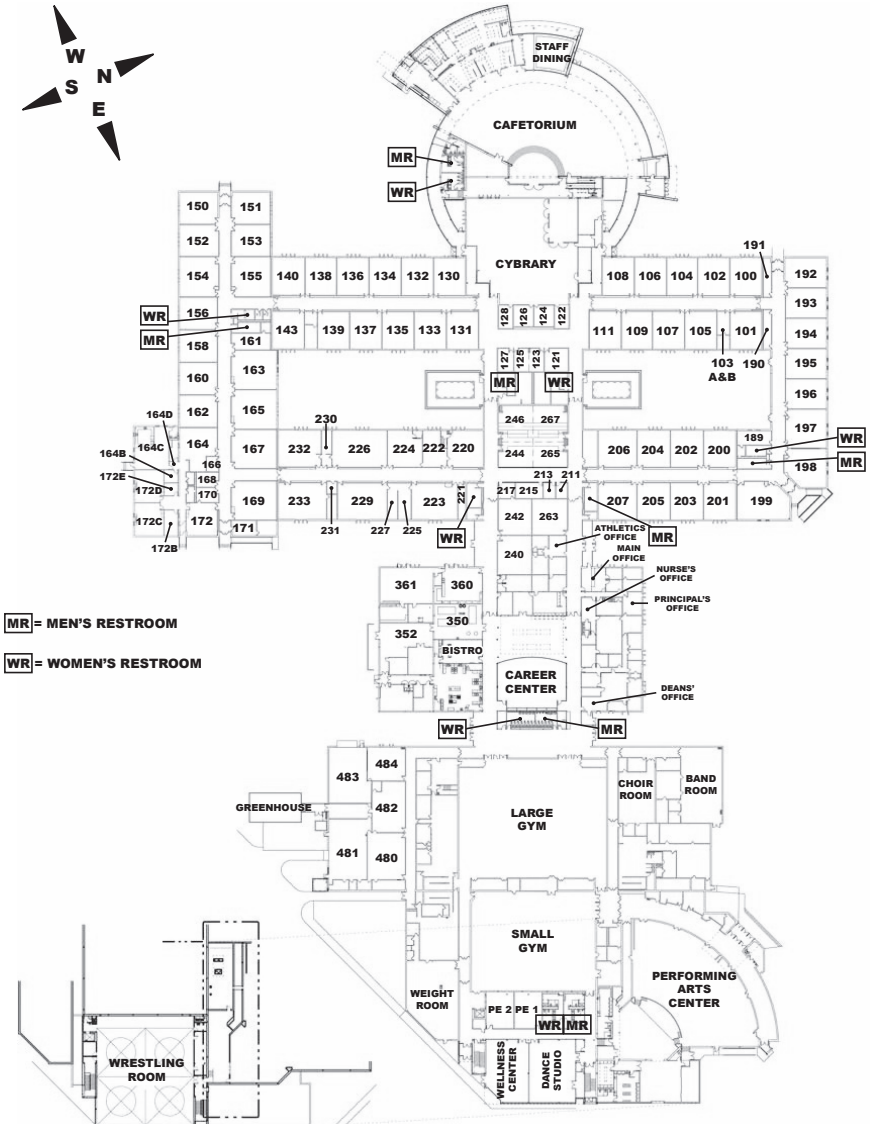
Minooka Community High School Bell Schedules

REGULAR BELL SCHEDULE			EARLY RELEASE BELL SCHEDULE		
South Campus	Block	Central Campus	South Campus	Block	Central Campus
7:45 a.m. - 9:15 a.m.	1	8:00 a.m. - 9:30 a.m.	7:45 a.m. - 8:48 a.m.	1	8:00 a.m. - 9:03 a.m.
9:21 a.m. - 10:53 a.m.	2	9:36 a.m. - 11:08 a.m.	8:54 a.m. - 9:58 a.m.	2	9:09 a.m. - 10:13 a.m.
10:59 a.m. - 11:27 a.m.	3A	11:14 a.m. - 11:42 a.m.	10:04 a.m. - 10:32 a.m.	3A	10:19 a.m. - 10:47 a.m.
11:32 a.m. - 12:00 p.m.	3B	11:47 a.m. - 12:15 p.m.	10:37 a.m. - 11:05 a.m.	3B	10:52 a.m. - 11:20 a.m.
12:05 p.m. - 12:33 p.m.	3C	12:20 p.m. - 12:48 p.m.	11:10 a.m. - 11:38 a.m.	3C	11:25 a.m. - 11:53 a.m.
12:38 p.m. - 1:06 p.m.	3D	12:53 p.m. - 1:21 p.m.	11:43 a.m. - 12:11 p.m.	3D	11:58 a.m. - 12:26 p.m.
1:12 p.m. - 2:42 p.m.	4	1:27 p.m. - 2:57 p.m.	12:17 p.m. - 1:15 p.m.	4	12:32 p.m. - 1:30 p.m.

A/B BELL SCHEDULE (NO LUNCH SERVED)			LATE START BELL SCHEDULE		
South Campus	Block	Central Campus	South Campus	Block	Central Campus
7:45 a.m. - 8:35 a.m.	1A	8:00 a.m. - 8:50 a.m.	9:15 a.m. - 10:16 a.m.	1	9:30 a.m. - 10:31 a.m.
8:41 a.m. - 9:11 a.m.	2A	8:56 a.m. - 9:26 a.m.	10:22 a.m. - 11:23 a.m.	2	10:37 a.m. - 11:38 a.m.
9:17 a.m. - 9:47 a.m.	3A	9:32 a.m. - 10:02 a.m.	11:29 a.m. - 11:57 a.m.	3A	11:44 a.m. - 12:12 p.m.
9:53 a.m. - 10:23 a.m.	4A	10:08 a.m. - 10:38 a.m.	12:02 p.m. - 12:30 p.m.	3B	12:17 p.m. - 12:45 p.m.
10:38 a.m. - 11:08 a.m.	1B	10:53 a.m. - 11:23 a.m.	12:35 p.m. - 1:03 p.m.	3C	12:50 p.m. - 1:18 p.m.
11:14 a.m. - 11:44 a.m.	2B	11:29 a.m. - 11:59 a.m.	1:08 p.m. - 1:36 p.m.	3D	1:23 p.m. - 1:51 p.m.
11:50 a.m. - 12:20 p.m.	3B	12:05 p.m. - 12:35 p.m.	1:42 p.m. - 2:42 p.m.	4	1:57 p.m. - 2:57 p.m.
12:26 p.m. - 12:56 p.m.	4B	12:41 p.m. - 1:11 p.m.			

MORNING ASSEMBLY BELL SCHEDULE			
South Campus		Central Campus	
7:45 a.m. - 8:51 a.m.	Block 1	1	8:00 a.m. - 9:06 a.m.
8:51 a.m. - 9:41 a.m.	Assembly 2	2	9:12 a.m. - 10:18 a.m.
9:47 a.m. - 10:53 a.m.		Assembly 10:18 a.m. - 11:08 a.m.	
10:59 a.m. - 11:27 a.m.	3A	3A	11:14 a.m. - 11:42 a.m.
11:32 a.m. - 12:00 p.m.	3B	3B	11:47 a.m. - 12:15 p.m.
12:05 p.m. - 12:33 p.m.	3C	3C	12:20 p.m. - 12:48 p.m.
12:38 p.m. - 1:06 p.m.	3D	3D	12:53 p.m. - 1:21 p.m.
1:12 p.m. - 2:42 p.m.	4	4	1:27 p.m. - 2:57 p.m.

MINOOKA COMMUNITY HIGH SCHOOL - CENTRAL CAMPUS



MINOOKA COMMUNITY HIGH SCHOOL - SOUTH CAMPUS ROOM NUMBERS

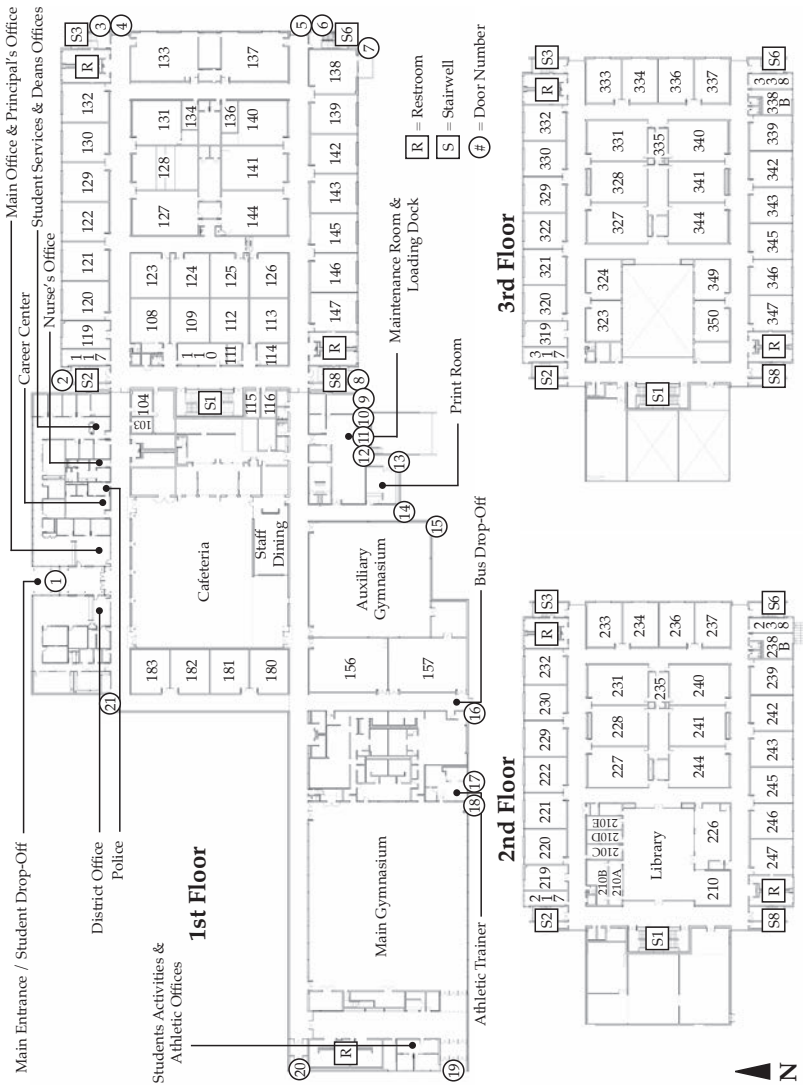


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GENERAL INFORMATION

DISTRICT OFFICE: (815) 467-2557

Superintendent	Dr. Kenneth Lee	Ext. 4311
Assistant Superintendent of Business and General Counsel	Mr. John Troy	Ext. 4307
Director of Curriculum and Instruction	Dr. Janel Grzetich	815-521-4001
Director of Student Services	Mr. Joseph Pacetti	815-467-2140

MINOOKA COMMUNITY HIGH SCHOOL

<u>CENTRAL CAMPUS:</u> (815) 467-2140	<u>SOUTH CAMPUS:</u> (815) 521-4001
Mr. Ron Kieswetter, Principal Ext. 5067	Mr. Ron Kieswetter, Principal Ext. 4199
Mr. Matt Wikoff, Asst. Principal Ext. 5038	Mrs. Jamie Soliman, Asst. Principal Ext. 4150
Mr. Bob Tyrell, Athletic Director Ext. 5120	Mrs. Hillary Holden, Activities Director Ext. 4175

DEANS' OFFICE

Mr. Kevin Murphy (A-L) Ext. 5102	Ms. Renee Ebel (A-L) Ext. 4136
Mr. Mike Denson (M-Z) Ext. 5037	Mr. Anthony Garcia (M-Z) Ext. 4148

GUIDANCE COUNSELORS

CENTRAL CAMPUS

Juniors/Seniors

Mrs. Bobbi White (A - E) Ext. 5072
Mrs. Kristin Carlson (F - K) Ext. 5058
Mrs. Jessica Hopkins (L - Rh) Ext. 5084
Mr. Ray Liberatore (Ri - Z) Ext. 5091

SOUTH CAMPUS

Freshman/Sophomores

Mrs. Katie Cassidy (A - G) Ext. 4164
Ms. Kristina Brown (H - O) Ext. 4165
Mrs. Angela Ferro (P - Z) Ext. 4155

DEPARTMENT CHAIRS

Department	South Campus Ext.	Central Campus Ext.
CTE & World Language	Mr. Jonathan Calder Ext. 4122	Ext. 5030
P.E./Dr. Ed./Health	Mr. Matt Williams Ext. 4423	Ext. 5043
English	Mr. Sean Hackney Ext. 4060	
Math	Mrs. Jill Nehring Ext. 4053	Ext. 5031
Science	Mrs. Donna Engel Ext. 4388	Ext. 5042
Social Studies & Fine Arts	Mrs. Glenda Smith Ext. 4201	
Special Education	Mr. Joseph Pacetti Ext. 4116	Ext. 5035
World Languages, Music, Fine Arts	Mr. Jeff Easton Ext. 5122	

PARENT/TEACHER ADVISORY COMMITTEE:

This handbook was made possible with the help and input from numerous students, staff and parents of current students at both South and Central Campus.

This handbook summarizes various Board of Education policies, complete copies of which may be reviewed at the District office. Board policies and/or this handbook may be amended at any time without notice. In the event of a conflict between this handbook and Board policies or applicable law, the policies or law shall control.

ADMISSION TO SCHOOL/RESIDENCY

For a student to attend MCHS, the parent or legal guardian must reside within the district. Any resident student who has completed the work of the eighth grade and provides proof of: residency, age (birth certificate), a completed physical form, and immunization record, will be admitted to school. It is strongly recommended that a student also have a dental examination. Students whose parent or legal guardians move out of the district during the school year may finish that school year at MCHS, but must transfer to the new school district the following year.

Students who are transferring into the district must have their previous school send MCHS the following information: a completed transcript of credits, the student in good standing form signed by the principal of the school they are transferring from and a completed physical form and immunization record. A dental examination is strongly recommended. Proof of residency and a birth certificate are also required.

Non-resident students who want to attend MCHS must pay a tuition fee based on the student per capita cost. Non-resident students will be admitted only after approval by the Board of Education and payment of the tuition charges.

BOOK BAGS/BACKPACKS/SPORTPACKS/PURSES

Bookbags/Backpacks/Sportpacks and Purses should be of reasonable size and shape. Special needs should be discussed with the Nurse and/or the Deans. Backpacks/Sportspacks must be kept in student lockers unless student is entering or exiting the building.

BUILDING USAGE FOR STUDENTS

Students entering the building before 7:45A.M. at the Central Campus will be required to wait near the career center, and before 7:30A.M. at the South Campus will be required to wait in the cafeteria. All students should be out of the corridors 15 minutes after their last scheduled class unless authorized. Athletes and students participating in after-school activities are only allowed to use those exits, and areas of the building designated for those after-school activities.

Any student who needs to be in the building during unscheduled class times must check into the Deans' office and must carry a pass with them to their designated area.

BULLETINS

A daily bulletin is available on the MCHS website.

CAFETERIA

All students (including those who bring their lunches) will eat in the cafeteria. Students have a wide variety of choices, including regular type lunches and ala-carte items. Those who bring their lunches may purchase milk and other items. Information pertaining to specific meal options, and/or menu items, will be posted by the cafeteria staff. Lunch costs will be determined by the option chosen. Payment must be made at the time of purchase. Applications for free and reduced priced lunches are available at both campuses in the main office. Students are strongly encouraged to use the mealtime account system.

DISCIPLINE OF STUDENTS WITH DISABILITIES

In general, students with disabilities will be held accountable for the same expectations for appropriate conduct as non-disabled students. For students receiving special education services, an Individual Education Program conference will determine if the conduct at issue was caused by, or had a direct and substantial relationship to, the student's disability.

In situations where serious behavior problems arise which require the use of restrictive behavioral interventions, the interventions will be implemented in accordance with the Individual Education Program (IEP) and/or Behavior Intervention Plan (BIP) of the student. Restrictive behavioral interventions for serious behavioral problems not anticipated by the IEP/BIP may be used in emergency situations.

DISCRIMINATION DISCLAIMER

Educational opportunities will be offered by Minooka Community High School without regard to race, color, national origin, gender, religion, or handicap. The Director of Student Services of Minooka Community High School has been designated to serve as coordinator for the civil rights program as designated above. The program includes Title IX (prohibits discrimination on basis of gender), and Section 504 (prohibits discrimination on basis of handicap).

DISASTER DRILLS

Drills are held at unspecified times. Each room has emergency exit procedures posted. When an emergency drill sounds, move quickly to the designated exit or area. Do not attempt to take coats or school supplies with you. In case of a fire drill, students should move quickly away from the building a safe distance, remaining together with their class. When the drill ends, students will return to class promptly and quietly. Various "Student Safety" drills will also be conducted.

GRUNDY AREA VOCATIONAL CENTER (GAVC)

All Grundy Area Vocational Center (GAVC) courses are designed as two-year programs. Students can elect to take one year of a program and not return for year two with the exception of cosmetology. Students in this program receive four hours of classroom and practical work experience each day. Due to GAVC schedule students attending GAVC might not be able to attend all assemblies. All students who elect to attend GAVC classes are expected to be familiar with rules that relate to conduct and discipline at the Center and/or Cosmetology. Attendance in this program is a privilege not a right. The study hall period prior to and the bus ride to Morris is considered to be part of the GAVC experience. If behavioral infractions occur in either place, discipline will be assigned. If the student accumulates 3 behavioral infractions they will be removed from the GAVC program. Any violation of a safety or security nature may result in the student being immediately removed from GAVC. At that time, they will have their class schedule changed and assigned two (2) resource classes at MCHS and reimbursement of any fees will not be given. Discipline-related incidents will be handled by the Center and referred back to Minooka Community High School. If a student is suspended from Minooka Community High School the student is not allowed to attend classes at GAVC and the absences at GAVC will be unexcused. Students are also reminded that their continued attendance at GAVC is dependent upon their behavior riding the bus to and from GAVC. GAVC students are required to sign a behavioral contract that parents receive a copy of. Copies of this contract are available upon request in the Deans office. In addition, for sequential courses, such as Building Trades I & II, if a student earns a D for the final semester grade of the course, the student will not be allowed to continue to the next course without teacher recommendation. If a student earns an F for the final semester grade of the course in a sequential course, the student will not be allowed to continue to the next course. **GAVC students will not be sold a parking permit if they still owe previous school fees and/or need to meet any previous school obligations.**

MCHS students must achieve Junior grade-level status by earning 26 credits by the first day of the new academic year in order to maintain enrollment in any GAVC course.

GRIEVANCE PROCEDURE/DUE PROCESS FOR TITLE VI, IX - SECTION 504 PROGRAMS

A grievance is a difference of opinion raised by a student or group of students involving (1) the meaning, interpretation, or application of established school policies; (2) difference of treatment; or (3) application of the legal requirements of civil rights legislation.

This procedure is not intended to limit the option of the grievant(s) who wants to resolve any grievance mutually and informally. Hearings and conferences under this procedure shall be conducted at a time and place, which will afford a fair and equitable opportunity for all persons to participate.

The grievance procedure is not required if the grievant(s) prefers other alternatives such as the Office of Civil Rights (OCR) or the courts. Due process shall exist throughout the procedure with the right to:

- a. Representation;
- b. Present witnesses and evidence;
- c. Confidentiality;
- d. Review relevant records; and
- e. Proceed without harassment and/or retaliation.

Time limits refer to days when school is in session.

STEP I - The student(s) and/or parents(s) should discuss the matter with the person(s) directly responsible for the grievance issue within fourteen (14) days of the time when a reasonably alert person should have been aware of the event giving rise to a grievance. An oral response must be made within five (5) days.

STEP II - If the problem is not resolved, the grievance should be referred informally to the coordinator. A meeting must be held within five (5) days from the notification of referral and an oral response made within five (5) days.

STEP III - If the grievance is still not resolved, it should be submitted in writing within ten (10) days to the principal. The grievance should be described as specifically and completely as possible. A thorough investigation of the issue will be conducted and documented. Extra time, if needed, can be mutually agreed upon. A meeting must be held between the grievant(s) and district representative within ten (10) days and a written response made within five (5) days after the meeting.

STEP IV - If a resolution satisfactory to both parties is not reached, the grievance is to be forwarded to the Superintendent within five (5) days of Step III. The Superintendent will meet with the coordinator and the grievant(s) to seek a solution.

STEP V - If a satisfactory resolution has still not been achieved, the Superintendent and the grievant(s) will present the grievance reports on Step I, II, III and IV to the Board of Education within thirty, (30) days of Step IV. The Board of Education has the final decision as to the resolution of the grievance. A hearing officer may be included on any of the above steps at the discretion of the parties involved.

When the resolution is reached, whether it is at Step I, II, III, IV or V, a written report of the solution shall be given to the grievant(s), the hearing officer, the Title VI, IX, and Section 504 Coordinator, the principal, the superintendent, and the Board of Education.

HALL/RESOURCE PASSES

Students who have work to make up, wish to confer with a teacher, practice for band or chorus, or receive special help must obtain a Resource Pass from a teacher ahead of time or a hall pass in their **own** handbook, from the teacher ahead of time. A student must always sign out of assigned attendance centers. The weekly hall passes provided in this handbook; should be used by students. Students must have a hall pass or Resource Pass in their possession at all times that they are in the halls during academic times. All hall passes and Resource Passes are valid for 5 minutes only.

HEALTH EXAMINATIONS

All students entering as freshmen or as transfer students must have a physical exam form completed and ready to turn in the first day of school. Students will not be able to receive their schedules on registration day if their physical is not completed. State law also requires that all students entering school be immunized against polio, diphtheria, tetanus, pertussis (whooping cough), measles, mumps, rubella, and Hepatitis B. In addition all students must show proof of receiving the Varicella vaccine, physician verification of Varicella disease history or laboratory evidence of varicella immunity. Proof of immunity is verified by documented evidence by a health care provider of having received the vaccine or of having had the disease. State law provides that students who do not meet these requirements be excluded from school. Students transferring from another state must have a current physical completed on an Illinois comparable health form on their first day of school.

Vision and hearing screening will be done, as mandated, for freshmen during the semester in which they have physical education and for new students in the school district. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Students will not be required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school.

INCLEMENT WEATHER PROCEDURES

When school must be closed due to an emergency, an announcement will be made over the following stations as well as a School Messenger call will be made to students' home phone numbers:

RADIO:

WGN - 720 AM	WONU - 89.7 FM	WBUS - 100.7 FM
WBBM - 780 AM	WJTW - 93.5 FM	WYKT - 105.5 FM
WJOL - 1340 AM	WLLI - 96.7FM	WJDK - 95.7 FM
WCSJ - 1550 AM	WCCQ - 98.3 FM	

TELEVISION:

CBS - Ch. 2
NBC - Ch. 5
ABC - Ch. 7
FOX - Ch. 32

WEBSITE:

www.mchs.net
www.emergencyclosings.com

Parents and students may assume that school is open unless they hear or see a closure announcement. Since the telephone line can handle only a limited number of calls at one time, we urge parents and students to utilize the other announcement locations first.

INSURANCE

All participants in athletics must provide verification of insurance coverage in order to participate.

INTERNET/NETWORK POLICY

All use of the Internet/Network shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This handbook summary does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow the terms of the District's policies and procedures concerning Internet/Network access will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signature at the beginning of this book, on the acknowledgement page, is legally binding and indicates that the party who signed has read the terms and conditions carefully and understands their significance.

Terms and Conditions

1. Acceptable Use – All use of the District's connection to the Internet/Network must be in support of education and/or research, be consistent with the educational objectives, policies, rules, and regulations of the Board of Education, and be in compliance with and subject to District and building discipline codes.
2. Privileges – The use of the District's Internet/Network connection is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has committed a violation, and may deny, revoke, or suspend access at any time; his or her decision is final. Violations of the codes of conduct will result in the loss of privileges and student discipline. Due Process will be given commensurate with the seriousness of the offense.
3. Unacceptable Use – The user is responsible for the user's actions and activities involving the Internet/Network. The Administration may periodically revise the concepts of acceptable and unacceptable use. These revisions will become part of this document and the District's policies and procedures concerning Internet/Network access.
4. Internet/Network Etiquette – You are expected to abide by the generally accepted rules of the Internet/Network. These include, but are not limited to, the following: Be polite. Do not become abusive in your message to others.
 - a. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
 - b. Do not reveal the personal addresses or telephone numbers of students.
 - c. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - d. Do not use the Internet/Network in any way that would disrupt its use by other users.
5. No Warranties – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the Internet/Network is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
6. Indemnification – The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of the District's policies and procedures concerning Internet/Network access.
7. Security – Internet/Network security is a high priority. If you can identify a security problem on the Internet/Network, you must notify a teacher, dean or administrator. Do not demonstrate the problem to other users. Keep your account and password confidential. Attempts to log-on to the Internet/Network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk will be denied access to the Internet/Network.
8. Vandalism – Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy the networks, software, hardware, and data of the District, another user, the Internet/Network, or any other Internet/Network. This prohibits degrading or disrupting of equipment, software, or system performance. It also includes, but is not limited to, the uploading or creation of computer viruses. Users are responsible for any and all costs related to the repair or restoration of any damage done through vandalism. The District will use the legal system to seek restitution.

CYBRARY/MEDIA CENTER

Students coming to the library from resource must be signed up by one of their current teachers on the library Google Doc before coming to the library. Students coming to the library from a class must have an individual pass. Central GAVC students and those on release time do not need a pass nor do they need to be signed up on the library Google Doc before coming to the library. All students using the library during the school day must present their current and valid student ID at the welcome desk.

LOCKERS

(Hallway/P.E./Athletic)

Lockers and combinations are issued at the beginning of the year. **Students are to use their assigned lockers only.** Students may have assigned lockers at both campuses. Each student is responsible for keeping his/her locker clean both inside and outside. Pictures and advertisements displayed in lockers must be in good taste and not advertise alcohol, drugs, tobacco, gang symbols or activity, illegal activities, hate messages, sexual innuendo, or vulgar words or gestures. Damages caused by misuse will be charged to the student responsible. Any locker malfunction should be reported to the Deans' office for repair.

LOST/FOUND/STOLEN ITEMS

Any items found in or around the school will be returned to the main office at both campuses where it will be logged in and held for two weeks. At the end of that period of time, any unclaimed items will be donated to a charitable organization. Prior to the end of that two-week period, the owner may claim the item by properly identifying it. Report any loss as soon as it is detected to your teacher and/or to the Deans' office. Stolen property should be reported to the Deans' office.

MEDICATIONS

Minooka Community High School recognizes that occasionally a medication must be taken by students during school hours. When a student's licensed health care provider and parent(s)/guardian(s) believe that it is necessary for the student to take a medication during school hours, the following procedure must be followed.

Prescription medication must be kept in the Certified School/Registered Nurse's office in a pharmacy provided bottle with all identifying information and instructions clearly legible. A "Student Medication" form must be completed by the parent and prescribing health care provider prior to the first dose of prescription medication being administered. All prescription medication(s) must be transported to the school by the student's parents. A student may not possess prescription medication at any time on the school bus or school property.

As per school board policy a student may possess no more than a 12-hour dosage of non-prescription/over the counter medication as long as a "Self Administration of Non-Prescription Medication by Student" form has been completed by a parent and is on file in the Certified School/Registered Nurse's office. If a parent/guardian wishes to have their child keep a larger supply of non-prescription medication at the school, then that supply must be brought to the school in the original container and must be kept in the Nurse's office. A health care provider must complete the "Student Medication" form for that medication. All over the counter medication is to be provided by the student. The school nurse will not provide or dispense any non-prescription medication.

No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in the board policy and its implementing procedures. Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

Multi-dose inhalers (MDI) for asthma may be carried by the student for immediate use at the student's discretion. A "self administration of asthma medication" form must be signed by a parent yearly and kept on file in the nurse's office. A student may possess an epinephrine auto-injector (EpiPen) for immediate use at the student's discretion, provided the student's parent(s)/guardian(s) has completed and signed a "School Medication Form." This form must be signed by a parent and physician yearly and kept on file in the nurse's office. Failure to comply with these procedures could result in disciplinary action after a Deans' investigation. (Please refer to specific consequences involving drugs and/or prescription drugs on campus without permission.) All mentioned medication permission forms are available from the Certified School/Registered Nurse at either campus or online at www.mchs.net and follow the Certified School/Registered Nurse link.

The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent(s)/guardian(s) must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel.

NURSE'S OFFICE

Central: Mrs. Peggy Babic **South:** Mrs. Heidi Lia

A certified school nurse and/or a registered nurse are available to students during regular school hours. All students who receive injuries in classes or on the school grounds should report to the nurse immediately. All students requesting permission to leave school due to illness must see the school nurse prior to leaving school.

PARENTS RIGHTS TO KNOW EDUCATOR QUALIFICATIONS

District parents have the right to request information regarding the professional qualifications of any teacher that is instructing their child. Parents may request the following information: Whether or not the teacher has met state qualification requirements; Whether or not the teacher is teaching under emergency or provisional status; The bachelor's degree major of the teacher, any other certification or degrees held by the teacher and the subject area of the certification or degree; and Whether your child is provided services by teacher aides/paraprofessionals and, if so, their qualifications.

Please visit www.mchs.net or contact District Office at 815-467-2557 for more information on making a request.

PARENT-TEACHER NIGHT

A Parent/Teacher conference date is scheduled during term one. This meeting offers the opportunity to discuss the student's academic performance. Academic progress reports are available to view online. To obtain a password for online viewing of progress reports, contact Jim Kelly at 815-467-2140 x5119. Those not interested in using Power School to view their child's progress may request that paper copies of progress reports and report cards be sent home. It is the responsibility of the parents to contact teachers about progress reports. Under certain circumstances, the School Visitation Rights Act requires employers to grant leave to eligible employees for the purpose of attending school conferences or classroom activities. For additional information, please refer to the School Visitation Rights Act at 820 ILCS 147/1, et seq.

PHYSICAL EDUCATION – NON-DRESS

A fundamental goal of all physical education classes at Minooka Community High School is to improve each student's fitness. Students that do not dress for physical education cannot fully participate in class activities and therefore cannot make improvements in their fitness. Each time a student does not dress for physical education class, he/she will not be able to complete the lesson's "Daily Assessment." This will impact the student's grade. "Daily Assessments" missed due to a non dress cannot be made up.

Students that forget their PE uniform can always rent a Minooka PE shirt and shorts for .50 cents each day prior to the start of class. If students do not have .50 cents to rent they may be issued an IOU for the uniform. A student will have the opportunity for unlimited PE uniform rentals and IOU's without receiving disciplinary consequences. As such, students have the opportunity to dress for PE each day without disciplinary action. If students choose not to take the opportunity to dress for PE they will be issued the following consequences:

Step 1 – First Non-Dress Day: The instructor informs the student of the infraction. The instructor will issue the student an after school detention.

Step 2 – Second Non-Dress Day: The instructor informs the student of the infraction. The instructor calls/emails home within two school days, notifying the parent(s)/legal guardian(s) of the problem and the consequences, should the student choose not to dress for another physical education class during the semester. The instructor will issue the student an after school detention.

With each additional non-dress, the teacher will issue an after school detention.

When the student's grade makes it mathematically impossible to pass the semester, the instructor will refer the student to the counselor, so that the student may be removed from the class with an "F" for the semester and entered into a resource class.

PICTURE DISCLAIMER

Students and parents are advised that the District's Community Relations Department photographs extra-curricular activities, social events, academic activities and other school events and activities. The photographs are printed and/or displayed in various publications and other locations, including yearbook, press releases, bulletin boards, newsletters, brochures, calendars, hallway posters and the District's web site. Photographs may be provided to local newspapers for publication. The District reserves all rights to the photographs, which are used for school and community relations purposes without compensation to the individual(s) pictured.

REPLACEMENT OF HANDBOOK

Replacement cost of the Student/Parent Handbook is \$10.00.

RESOURCE EXPECTATIONS

Resource is intended for quiet study and educational purposes. Therefore, the following rules will apply:

1. Students must have a legitimate resource pass to leave the resource.
2. Students must sign in and sign out on the resource sign in/out sheet.
3. Students must return to their resource before the end of that time block.

SCHOOL FEES

A school fee will be assessed for each student. The fee will be dependent upon whether a student is full-time or part-time. Nonpayment of school fees may result in a student being barred from participating in all student events or activities. Privileges covered may include all extracurricular activities, school events or activities, including graduation, athletics, club organizations, and social events. The school fee includes all textbooks, workbooks, lab manuals, novels, practice sets, school newspaper, admission to all school activities, except tournaments and school musicals/plays, I.D. card, and school handbook. School-owned materials are to be returned in good condition following their use.

The school fee does not include a calculator, P.E. uniform, P.E. lock, school yearbook, and GAVC fees. School fees will be sent annually and are due at time of student registration.

SCHOOL RESOURCE OFFICER (SRO)

In partnership with the Minooka and Channahon Police Departments, police liaison officers are assigned to both the Central campus and the South campus. These officers work in partnership with the administration and Deans' Offices to maintain a safe and positive learning environment in both buildings.

SCIENCE DEPARTMENT - SAFETY CONTRACT

There is a departmental safety contract that students will be required to sign and have signed by their parent(s)/guardian(s) prior to performing labs in class. Discipline will be determined by both the science department and the Deans' office on a case-by-case basis.

SEARCHING STUDENTS/LOCKERS/VEHICLES

Upon reasonable suspicion by a Dean and/or an administrator, a school official will have the right to search a student's person, vehicle, locker, and personal belongings.

Locker Searches

Lockers are school properties that are loaned to students. The school authorities have the right to open and search any locker and its contents as they deem necessary, without notice to or consent of the student and without a search warrant.

Vehicle Searches

All vehicles are subject to search and inspection by designated school personnel if deemed necessary by the Dean/Administration. This applies whether or not a parking permit has been purchased.

SHUTTLE BUSES

Shuttle buses transport all students between the two school buildings for classes during the school day. If a student misses the shuttle bus they must report to the Deans' office immediately. After explaining to a Dean why they missed the bus, discipline consequences may be assigned.

SOCIAL MEDIA

Students often mistakenly believe that social networking websites have a veil of privacy about them and assume their profiles are viewed only by a close circle of friends and fellow students. To the contrary, the content on most social media websites is accessible by anyone in the general public unless security and privacy features are used. The public nature of these websites can create personal safety and personal welfare concerns. Students should also be aware that potential employers and college/university admissions officers now regularly screen applicants by conducting searches of profiles. Students should be very careful about what personal information they share on social networking websites.

STUDENT DIRECTORY INFORMATION

Minooka Community High School can release to the military and institutes of higher learning directory information on all students unless we receive a written request from a parent to withhold the information. Directory information includes student's name and address, telephone number, grade level, date of birth and place, parents' names and addresses, information on participation in school sponsored activities and athletics, the student's major field of study, and period of attendance in the school. Students are responsible for immediately reporting any changes in this information to the registrar's office.

TEXTBOOKS

The school will furnish textbooks and students are expected to show concern and are responsible for the care and treatment of textbooks. Students will be charged for lost or damaged textbooks and/or workbooks. Notifications of any obligations are mailed home on a monthly basis.

USE OF OFFICE TELEPHONES

Students may make telephone calls before school begins in the morning and after school ends. The office phones are for school business only. In case of an emergency, a student must secure a pass from his/her classroom teacher to go to any office and secure permission to use the phone.

VALUABLES

Students are strongly discouraged to bring items of value to school. Students are advised not to bring large amounts of cash or valuables to school. The school is not responsible for lost or stolen items.

VIDEO SURVEILLANCE

In the interest of the safety and security of students, staff, visitors, and property, video surveillance equipment is present and visible in many areas of both MCHS campuses and on district school buses. It will be understood that there is no reasonable expectation of privacy in these areas.

VISITOR REGULATIONS

All visitors must check in at the main office at both campuses and hand in a picture I.D. to receive a visitor's pass. School personnel will then escort them to their destination.



SCHOOL EVENTS, DANCES, AND EXTRA-CURRICULAR ACTIVITIES

School events, dances, and extra-curricular activities are privileges provided primarily for Minooka Community High School students. Attendance and participation in these privileged extra-curricular activities can be taken away from students who have demonstrated an inability to perform the most basic expectations of public schooling, including but not limited to arriving to classes on time, maintaining regular class attendance, demonstrating proper behavior, and progressing toward graduation. Students are reminded that while attending school events they should refrain from bringing any expensive or luxury items with them. (ex. digital camera's, I-pods, expensive jewelry). If they do, they do so at their own risk. The School District shall incur no liability for any lost or stolen items at these events either on or off campus.

If a dance or activity is open to outside guests, an announcement will be made. All outside guests are required to provide proof of identification by a state I.D, Driver's License, or current high school I.D. Students must obtain, complete, and have approved, an out of school guest form, before purchasing a ticket. Forms may be obtained from the information board outside of the main office. Tickets will not be sold to outside guests at the door. Tickets are limited if the dance is held at the school. Tickets will be issued on a first come-first served basis. Be advised that students under suspension will not be sold tickets. Student suspensions are considered to be in effect from the date of the suspension until the beginning of the school day the student is allowed to return to school, and include weekends, holidays and evenings during that time. No junior high students or guests over the age of 20 years old will be allowed at any school dance or activity. Guests are the responsibility of the host student. Students and guests are allowed to remain at the event until the scheduled end time. However, if students leave before the end time they are not permitted to return per the school's "Good Night Policy." Spectators and audience members are prohibited from being in possession of water or other refreshments purchased offsite when concessions are available at a specific event.

School rules will be enforced regarding students and their guests in attendance at school events, dances, and extra-curricular activities. This includes but is not limited to alcohol, tobacco, and drugs. Any students or guests who are suspected of consuming alcohol in violation of this rule will be asked to submit to a breathalyzer administered by a police officer. Should a guest refuse to submit to a breathalyzer the student and guest will be taken to the Police Department. A social suspension will also be assigned to the students and a no trespass letter mailed to guests.

STUDENT SERVICES

COUNSELORS:

CENTRAL CAMPUS (815) 467-2140

Juniors/Seniors

Mrs. Bobbi White	(A - E)	Ext. 5072
Mrs. Kristin Carlson	(F - K)	Ext. 5058
Mrs. Jessica Hopkins	(L - Rh)	Ext. 5084
Mr. Ray Liberatore	(Ri- Z)	Ext. 5091

SOUTH CAMPUS (815) 521-4001

Freshman/Sophomores

Mrs. Katie Cassidy	(A - G)	Ext. 4164
Ms. Kristina Brown	(H - O)	Ext. 4165
Mrs. Angela Ferro	(P - Z)	Ext. 4155

SOCIAL WORKERS/PSYCHOLOGIST:

CENTRAL CAMPUS

Ms. Shannon Kleczka	467-2140	Ext. 5103
Mr. Erik Milnes	467-2140	Ext. 5032
Mrs. Lauren Corsi		

SOUTH CAMPUS

Ms. Melissa Caruso	521-4189
Mr. Erik Milnes	521-4067
Mrs. Lauren Corsi	521-4071

EARLY GRADUATION

Students who have completed graduation requirements by the end of six or seven semesters of school attendance may apply to their counselor for early graduation. Notification of the student's request and verification of the student's eligibility for early graduation will be given by the counselor to the Principal and the Assistant Principal. The Superintendent, or designee, upon the recommendation of the Principal, may grant permission for early graduation to a student. The deadline for application/submission of paperwork is the last day of the semester prior to the semester of graduation. Students interested in the early graduation option should contact their counselors for information. Once fall semester of the senior year has started, students may not drop classes to declare early graduation.

GRADE POINT AVERAGE (GPA) AND CLASS RANK

Grade point average at Minooka Community High School is computed by dividing grade points earned by the number of attempted credits. Every letter grade is assigned a numerical value (grade points). There is a distinction between weighted courses and regular courses in relation to the assignment of grade points for a particular letter grade.

Weighted courses are given the following grade point values:

A+ = 5, A = 5, A- = 4.7, B+ = 4.3, B = 4, B- = 3.7, C+ = 3.3, C = 3, C- = 2.7, D+ = 1.3, D = 1, D- = .7, F = 0

Regular courses are given the following grade point values:

A+ = 4, A = 4, A- = 3.7, B+ = 3.3, B = 3, B- = 2.7, C+ = 2.3, C = 2, C- = 1.7, D+ = 1.3, D = 1, D- = .7, F = 0

Each semester, a grade point average will be computed for honor roll purposes. Students who earn a GPA of 3.00 to 3.74 will be placed on the regular honor roll. Students who earn a GPA of 3.75 and above will be placed on the high honor roll.

At the end of a semester, the GPA for that semester will be calculated. In addition, a cumulative GPA will be calculated which includes all grades (including physical education) earned while in high school. The cumulative GPA is calculated by, adding all grade points earned, and dividing by the total number of attempted credits.

GRADING SYSTEM/SCALE

The grading system used for the term and the semester report is as follows:

Weighted/Unweighted Grading Scale

97-100	A+	87-89	B+	77-79	C+	67-69	D+	0-59	F
93-96	A	83-86	B	73-76	C	63-66	D		
90-92	A-	80-82	B-	70-72	C	60-62	D-		

CLASS RANK

Class rank will be reported as a percentile band within which the student's GPA falls. Semester and year-end report cards will include a student's individual GPA and the corresponding percentile band (i.e. top 1% has a GPA of 4.7 and above). Additionally, the percentile band will be reported in Powerschool, on school profiles (updated yearly), and on transcripts. Percentile bands include: 1, 2, 3-5, 6-10, 11-15, 16-20, 21-25, 26-50, 51-75, 76-100. Students may request their exact class rank from their counselor.

GRADUATION REQUIREMENTS

All students attending Minooka Community High School must meet the following graduation requirements:

CREDITS:	REQUIRED:	ELECTIVES:
52	36	16

The **required** credits are listed below:

7 credits of English (3.5 yrs.) (Eng. I, II, III required, and one sem. elective)

1 credit of Speech (1 semester)

6 credits of Mathematics (3 years)

6 credits of Science (3 years)

2 credits of U.S. History (1 year)

2 credits of World Cultures* OR Honors World History (1 year)

1 credit of Government (1 semester)

1 credit of Consumer Education or Economics (1 semester)

2 credits from Arts, Vocal/Instrumental/General Music, Vocational Education, or World Language (1 year)

1 credit of Health (1 semester)

7 credits of P.E. (3 1/2 years)

1 credit of a Computer Applications (1 semester)

The remaining credits are earned through electives. If a student earns an F for the final semester grade of the course in a sequential course, the student will not be allowed to continue to the next course.

Class Designation by Credit

Classification of students as freshman, sophomore, junior, or senior year students will be based on credits rather than years of attendance. Students must earn a minimum number of credits by the first day of the new academic year in order to be designated as a sophomore, junior, or senior as follows: Sophomore – 13, Junior – 26, Senior – 39.

A student will not be allowed to participate in the graduation ceremony unless all academic requirements and financial obligations have been met.

With prior administrative approval, a maximum of 6 units of credit may be recovered and counted toward the requirements for graduation from Minooka Community High School from the following: correspondence courses, exchange programs, out-of-district summer school, and independent study/night school.

GUIDANCE SERVICES

Students are assigned a counselor who can provide assistance in such areas as: course selection, career planning, job placement, college planning/selection, meeting graduation requirements, job planning, test results interpretation, and/or individual/home/social problems. When a student wants to talk to a counselor, the best procedure is to make an appointment so that both the student and the counselor will have time free for a discussion. The philosophy of the Guidance Department is to be people oriented. Therefore, the counselors believe in making personal contact on a daily basis with as many students as possible.

Their goals are as follows:

- Aid each student in feeling important as an individual.
- Assist each student in finding direction after high school.
- Serve as the coordinating factor between student and all groups with whom the student interacts.
- Assist students in establishing positive self-esteem at both an academic and social level.
- Maintain personal and informal contact with all students.
- Take a pro-active approach through individual counseling, specialized groups, general meetings, specialized programs, and informational sessions.

INCOMPLETES

Students receiving an Incomplete ("I") have two weeks from the end of the grading period in which to complete the work, unless special arrangements have been made with the student's teacher/administration. Failure to complete the work will result in a zero for all assignments remaining incomplete.

MAKE-UP POLICY

This applies to excused absences only.

For make-up work, including quizzes, tests, review material and finals. Please follow the examples below:

Examples:

If a student is aware of an assignment, including quizzes, tests, review material and finals, being due on the day he/she is absent, then the assignment is due the first day that the student returns.

<u>A-day</u>	<u>B-day</u>	<u>A-day</u>	<u>B-day</u>	<u>A-day</u>
Assignment given	X	Due date, student absent	X	Student returns, assignment due

If the student is absent or suspended on the day the assignment is given, then the student has the day he/she returns (to get the assignment) and the assignment is due during the next scheduled meeting time for that class.

<u>A-day</u>	<u>B-day</u>	<u>A-day</u>	<u>B-day</u>	<u>A-day</u>
Assignment given, but student absent	X	Student returns, assignment given	X	Assignment Due

This applies to excused absences only. The student is responsible for contacting teachers to acquire all make-up work. If a student will be out of the building for three or more days, the Attendance/Deans' office should be contacted. The secretary will then contact the teachers and request work for the missed days.

NATIONAL HONOR SOCIETY

Information regarding the MCHS National Honor Society and the MCHS National Honor Society selection process can be found at www.mchs.net

The National Honor Society has specific guidelines regarding student discipline and consequences. The clarification of guidelines and consequences; can be explained by the National Honor Society advisor

SCHOLASTIC HONORS

Both a Valedictorian and Salutatorian are selected from the senior class. In order to be considered for either of these honors, a student must have been in full-time attendance a minimum of the last four semesters before graduation from MCHS and earned a minimum of 28 credits. Students who have been schooled in a NR/NA school for more than one semester of grades nine through twelve will not be eligible for the top 10% honors at graduation, including Valedictorian and Salutatorian.

SEMESTER CREDIT/FINALS

At the end of each semester, three school days are set aside for finals in every subject in whom the student is enrolled. Semester exams will be administered on designated test days only. Semester exams cannot be taken early, unless authorized by the Principal. Exemptions from semester exams can only occur in full year courses, where a student has earned an "A" for their semester one and term two grade. The exemptions will only take place at the end of the second semester. Exemptions do not apply to students taking JJC courses. The value of the semester final will be 20% of the overall course grade. Students enrolled in AP classes are expected to take the AP exam. Students who take AP exams have the option of taking the 2nd semester final exam. An unexcused absence from a semester exam will result in the student's receiving a zero for that exam.

The final grade on which the semester credit will be determined combines both the term grade at 80% and the semester test grade at 20%. Only the final semester grades are recorded on a student's permanent record.

STUDENT PLACEMENT

Students will be placed in remedial, basic, regular, or honor programs according to their ability in each subject. Proficiency exams, standardized test scores, writing prompts, teacher recommendations, previous school grades/placement, SRI reading test score, completed portfolio, and/or an application may be utilized to properly place the student and determine eligible credits. Students entering in the middle of a semester may be placed in an Alternative School, as determined by the Principal, pending admission into MCHS. Placement will be reviewed throughout the year and changes will be made as deemed necessary and/or advisable by the school administration.

Admission Criteria for Transferring Recognized/Accredited School Students

The credits of students who transfer to District 111 from public, private, or parochial schools that are recognized by the State Board of Education and/or accredited by the North Central Association or comparable associations will be honored. The Principal or designee will evaluate all transfer courses and may utilize any or all methods listed under Student Placement to evaluate transfer credits. No credit will be granted toward graduation requirements for courses in religious studies. In order to earn a MCHS diploma, a student transferring from a recognized/accredited school must be enrolled at MCHS or its affiliates the entire semester before graduation and earn a minimum of 7 credits.

Admission Criteria for Transferring Non-Recognized/Non-Accredited (NR/NA) School Students (including private, home-schooled, and parochial students)

Class Assignments: The building Principal or designee shall assign students to classes. Proficiency is defined as; validation of course work previously taken within a school setting for transfer placement, credit, and/or grade purposes.

Assignment When Enrolling Full-Time in a District School: A student who, after receiving instruction in a NR/NA school, enrolls in the District will: (1) be assigned to a grade level according to academic credits earned. (2) be awarded academic credits from the District if the student demonstrates appropriate academic proficiency to the school administration. Any portion of a student's transcript relating to such instruction will not be considered for placement on the honor roll or computation in class rank. Recognition of grade placement and academic credits awarded by a NR/NA school is at the sole discretion of the District.

Assignment When Enrolling Part-Time in a District School

The District will accept private, home-schooled, or parochial students who live within the District for part-time attendance in the District's regular education program provided there is sufficient space in the school/class. Requests for part-time attendance must be submitted to the principal for the school in the school attendance area where the student resides. All requests for attendance in the following school year must be submitted prior to May 1.

Students accepted for partial enrollment must comply with all discipline and attendance requirements established by the school. A student in this category may attend any co-curricular activity associated with a District class in which he/she is enrolled. The parent/guardian of a student accepted for part-time attendance is responsible for all fees, pro-rated on the basis of a percentage of full-time fees.

Transportation to and/or from school is provided to part-time school students on regular bus routes to or from a point on the route nearest or most easily accessible to the part-time student's school or home. This transportation shall be on the same basis as the District provides transportation for its full-time students. Transportation on other than established bus routes is the responsibility of the parent/guardian.

Extracurricular Activities: A nonpublic school student who attends a District school for a minimum of 5 classes at MCHS during the regular school day, excluding lunch, shall be eligible to participate in extracurricular activities, provided his or her participation adheres to the regulations established by any athletic association in which the School District maintains a membership. A nonpublic school student who participates in an extracurricular activity is subject to all policies, regulations, and rules that are applicable to other participants in the activity.

Admission Guidelines for Transferring NR/NA School Students (including private, home-schooled, and parochial students)

Parents must provide verification that a student has been previously schooled. This will be true for students entering any level.

1. Student placement and determination of eligible credits of NR/NA students may require any and/or all methods stated under Student Placement in order to demonstrate mastery of curriculum necessary for enrollment in sequential courses. Administration of such procedures shall be at the discretion of the building administrator and/or Department Chair as appropriate.
2. Grades for NR/NA school courses will not be given by MCHS. Rather, given proper verification, a NR/NA student will receive a "P" for "Pass" on the high school transcript. A NR/NA student's grade point average and class rank will be computed only on the basis of work completed while in attendance at MCHS. In order to earn a MCHS diploma, a NR/NA student must be enrolled at MCHS or its affiliates a minimum of the last four semesters before graduation and earn a minimum of 28 credits at MCHS.
3. Eligibility of a newly enrolled student for Driver Education and for interscholastic athletics will be determined on the basis of pass/fail verification as described in item numbers 1 & 2 listed above.

The Minooka Community High School Principal will utilize all of the information available to determine the best educational placement for the child. The MCHS Principal and Guidance Department will verify that all state and local standards for admission to public schools are met prior to enrolling the student at MCHS.

Credit for Incoming Freshmen

A student will be classified as a freshman only after the first day of actual student attendance at the high school. When students have successfully completed course work at the elementary or junior high school or through correspondence that would more typically be high school work (e.g., Algebra, French I), the student's high school permanent record may reflect the name of the course and the name of the school. However, no grade will be noted. In no case will high school credit be assigned for this type of course work, but it may be used for student placement. It is the parents' responsibility to arrange for evidence of this information to be provided by the elementary or junior high school. Junior high school students who are approved to take high school courses at the high school will have the courses noted on their high school record and will receive high school credit.

STUDENT RECORDS

Notification of Rights of Parents and Students

1. The student permanent record consists of basic identifying information, academic transcripts, attendance records, accident reports, health records, and scores received on all state assessment tests administered in grades 9-12. Permanent records shall be kept for 60 years after graduation or permanent withdrawal.
2. The student temporary record consists of all information not required to be in the student permanent record including family background information, psychological evaluations, special education files, teacher anecdotal records, and disciplinary information. The temporary record will be reviewed every four years for destruction of out-of-date information, and will be destroyed entirely five years after graduation or permanent withdrawal.
3. Parents have the right to:
 - a. Inspect and copy any and all information contained in the student record. There may be a charge for copies, not to exceed \$.35 a page.
 - b. Challenge the contents of the record by notifying the Principal or records custodian in writing of an objection to information contained in the record. An information conference will then be scheduled to discuss the matter. If no satisfaction is obtained a formal hearing will be scheduled, by an impartial hearing officer.
 - c. Receive copies of records to be destroyed. The school will notify the parents of the destruction schedule.
 - d. Inspect and challenge information proposed to be transferred to another school district in the event of a move to another school district.
4. Local, state and federal educational officials have access to student records for education and administrative purposes without parental consent. Student records shall also be released without parental consent pursuant to a court order or to appropriate persons in connection with an emergency where the records are needed meet a threat to the health or safety of the student or other persons.
All other releases of information require the informed written consent of the parent/guardian or eligible student.
5. The following is designated as directory information and shall be released to the general public unless the parents request in writing that any or all information not be released: student's name and address, phone number, grade level, date of birth and place, parents' names and addresses, information on participation in school sponsored activities and athletics, the student's major field of study, and period of attendance in the school.
6. A parent or student may not be forced by any person or agency to release information from the temporary record in order to secure any right, privilege or benefit, including employment credit or insurance.
7. Full and complete copies of the laws, rules and regulations on student records are on file with the records custodian of each school and the Superintendent of the district.

SUPPORT SERVICES

- Student Support Team (SST)
- Social Work Services
- Teen Support Groups
- In-House Guidance Services & Peer Mediation

ATTENDANCE/DEANS' OFFICE

ATTENDANCE POLICY

Regular attendance is essential for academic success, and is required in all classes held at MCHS attendance centers, including JJC courses and GAVC courses. The state laws of Illinois are very specific concerning the matter of pupil attendance in public schools. It is assumed that students will always be in school except for cases of illness or serious family crisis. The guidelines of the State of Illinois regarding attendance are as follows:

Absent 30 minutes or less will show as a full day present

Absent 31 to 210 minutes will show as one-half a day absent

Absent 211 to 360 minutes will show as a full day absent.

Parents should contact the main office if there is a question of extracurricular eligibility due to an absence.

EXCESSIVE ABSENCES

A student may accumulate seven (7) absences within each semester. Any absence following the seventh absence will be unexcused. In order for the absence to be excused, a student will be required to provide documentation from the list below. This policy will apply to a student being absent from a single class period seven times and/or a student missing two or more class periods, which will count as a full day absence, for seven days. Seven (7) absences does not equal seven (7) days. Absence from one class is equal to a ½ day absence per the ISBE attendance policy. Note that vacation days will be included as part of the 7 total days allowed per semester. Be advised extended vacation beyond seven days will turn into unexcused absences, which will prevent credit for make-up work. A Vacation Form (available in the Deans' Office) must be submitted. Arrangements for absences due to doctor appointments, court appearances, vacations, etc., should be made in advance. It is recommended to bring in documentation for any absence listed below every time an absence of this type occurs in order to avoid an accumulation of unexcused absences due to lack of documentation.

Provided documentation, from the list below, **will not** count towards a students seven (7) absences allowed per semester. Documentation must be provided within 48 hours.

1. Doctor/Dentist Note
2. Death in the family
3. Court appearance
4. College visit
5. Hospitalization

Example of absences that **will** count towards a students seven (7) absences allowed per semester.

1. Sick without Doctor note
2. Vacation
3. Tardy/late to school greater than 30 minutes
4. Student sent home through the nurse's office
5. Unexcused absence

Again, an UNEXCUSED ABSENCE even with a parent phone call prevents the student from earning academic credit for that absence, and the student may receive disciplinary consequences.

CHRONIC TRUANCY

If a student reaches "Chronic Truancy" status (5% of the previous 180 regular attendance days) and if the student is under 17 years of age, he/she may be referred to Juvenile Probation and the parents referred to appropriate legal authorities. Truancies are unexcused absences. Work may be made up but no credit will be given.

CLOSED CAMPUS

All students are to report to their designated areas when scheduled and are to remain in school until dismissed at their scheduled end of the school day. No student is authorized to leave the school without properly signing out of the Attendance/Deans' Office. Exceptions are provided for GAVC students, special education students, and groups going on field trips. Students will remain in school and go to their assigned area including lunch periods.

COLLEGE VISITS

Seniors may be allowed **two (2)** school days for college visitations per year. Juniors may be allowed **one (1)** college visit per year. Requirements: arrangements made at least **three (3) days in advance**, students must pick up and return an official MCHS College Visit Form signed by a college representative, and a parent must phone in to verify the absence. **No college visit will be excused during the month of May.**

DROP POLICY

When a student is above the age of seventeen (17) and misses five (5) consecutive days of school without valid cause, the student's parent(s) will be notified in writing that if the student fails to attend school for ten (10) consecutive days of school without valid cause, the student will be deemed to have voluntarily withdrawn. When a student who is above the age of seventeen (17) misses ten (10) consecutive days of school without valid cause, the student will be deemed to have voluntarily withdrawn, and the student's name will be removed from the District's enrollment roster.

Pursuant to the Illinois School Code, the District will deny re-enrollment to any student nineteen (19) years of age or older who has dropped out and who could not, because of his or her age and lack of credits, attend classes during the normal school year and graduate before his or her twenty-first birthday.

EXCUSED ABSENCES

Excused absences permit the student to make up missed assignments including quizzes, tests, review material and final exams and earn credit. **It is the responsibility of the student to make the appropriate arrangements for the academic assignments to be made up.**

Based on Section (26-2A) of the Illinois School Code VALID CAUSES for an excused absence include the following:

- a. Personal illness or physical disability. This includes hospitalization, outpatient treatment, mandatory doctor consultation, and emergency appointments (each request will be dealt with individually) if verified by a student's doctor/dentist. **Students must present a card/note from the doctor/dentist to verify the appointment.**
- b. Critical illness or death in the immediate family. This includes funerals and necessary travel.
- c. Approved school activities. This includes all field trips, both co and extra-curricular events scheduled during school hours, college visitations with proper documentation and other sanctioned events.
- d. Absences from class period due to conferences with Minooka Community High School administrators, counselors, nurse, or other staff members.
- e. Court appearances. Students must present statement from the court showing appearances.
- f. Others as determined by MCHS Deans and/or Administration.

PERMIT TO LEAVE

Students who leave the building without following the proper procedure will be considered **ABSENT UNEXCUSED** and disciplinary action will follow. Students who leave the building due to an illness **must first report to the nurse**. If the student is required to leave the building because of some other reason, the student must obtain permission from the Attendance/Deans' Office.

REPORTING AN ABSENCE

The following provisions have been made to govern the attendance policy:

- a. It is requested that parents call the office to verify and explain the absence before **9 A.M.** on the day of the absence. **It is the responsibility of the student to remind the parent to make this phone call.**
- b. In the event a phone call cannot be made during school hours, a voice mail system is available for parents to provide the above information at the Junior/Senior Campus phone number 815-467-2140. (Press 1). For the Freshman/Sophomore Campus call 815-521-4001.
- c. Failure to call the school within a 24-hour period will result in a student receiving an unexcused absence.
- d. Upon investigation, the Deans' office reserves the right to excuse absences beyond the 24-hour time period.

TARDY - STUDENTS ARRIVING LATE TO SCHOOL

A student **arriving LATE but** within 10 minutes after the tardy bell should go directly to class. The teachers and Deans' will track the number of tardies for each student. Tardies will be tracked cumulatively for all classes and will reset at the beginning of the 2nd semester. The student may have a parent/guardian call the school to explain the reason for the student's late arrival. It is the Deans' decision whether the reason for tardiness is excused or unexcused. This phone call should be received **by 9:00 A.M.** the same day. If the reason given for the student's late arrival is determined by the Dean to be acceptable the student will not be issued a consequence.

If the reason given for the student's late arrival is determined to be unacceptable, the student will be issued a consequence.

Students arriving late, but within 10 minutes of the bell will be dealt with in the following manner:

<u>Infraction</u>	<u>Consequence</u>
First tardy	Warning
Second	Warning
Third – Fifth	One-Hour Detention
Sixth – Seventh	Two-Hour Detention & Possible Placement on the No-Pass List
Eighth +	Four-Hour Detention & Possible Placement on the No-Pass List

Any student who is absent, without a recognized excuse, for 11-90 minutes will be dealt with in the following manner:

<u>Infraction</u>	<u>Consequence</u>
First - Second	Two-Hour Detention & Possible Placement on No Pass List
Third – Fifth	Two-Hour Detention / Possible No Pass List & Social Suspension
Sixth +	Four-Hour Detention / Possible No Pass List & Social Suspension

* Any infraction after the sixth will receive a Four-Hour Detention and the length of the social suspension will reset to 4 weeks.

TRUANCIES

Board Policy 7:190 - # 11

Being absent without a recognized excuse is prohibited. State law and Board policy on truancy control will be used with chronic and habitual truants.

Any student arriving more than 10 minutes late to any class period will receive a discipline consequence.

Both Minooka Community High School Campuses are considered to be Closed Campuses. All students are to report to their designated areas when scheduled and are to remain in school until dismissed at their scheduled end of the school day. Students are not permitted to leave campus during their lunch periods.

Any student who is absent, without a recognized excuse, for 11-90 minutes will be dealt with in the following manner:

<u>Infraction</u>	<u>Consequence</u>
First – Second	Two-Hour Detention
Third – Fifth	Two-Hour Detention / One Week Social Suspension
Sixth +	Four-Hour Detention / 4 Week Social Suspension

* Any infraction after the sixth will receive a Four-Hour Detention and the length of the social suspension will reset to 4 weeks.

Any student who is absent, without a recognized excuse, for more than 90 minutes will be dealt with in the following manner:

<u>Infraction</u>	<u>Consequence</u>
First	SSC & One (1) week social suspension
Second	SSC & Two (2) week social suspension
Third +	SSC/Four (4) week social suspension/possible parking pass revoked

* Any infraction after the third will receive an SSC and the length of the social suspension will reset to Four (4) weeks.

Multiple Days - Two (2) days Student Support Center, reminder of Drop Policy; parent notification, SST referral, and an ordinance violation ticket may be issued, police referral, if applicable, removal of parking privileges.

A student that accrues more than three (3) unexcused absences in a school year may be required to surrender their parking permit to the Dean. They will not be eligible for a refund of the money paid for the parking permit.

If a student reaches "Chronic Truancy" status (5% of the previous 180 regular attendance days), that student will be recommended to the Board of Education for expulsion (gross disobedience). If the student is under 17 years of age, he-she may be referred to Juvenile Probation and the parents referred to appropriate legal authorities. Truancies are unexcused absences. Work may be made up but no credit will be given.

TRUANCY PREVENTION INITIATIVE

3 Step Approach to Absentee Reduction

To improve daily school attendance Minooka Community High School District 111 will utilize the following interventions: support systems, parental involvement, possible home visits by the Dean's Office, Guidance Counselors and the Grundy County Regional Office of Education. By addressing the underlying issues associated with absenteeism and providing supportive parental education, District #111 expects to reduce absenteeism. The Dean's Office will manage all issues relating to student attendance.

The three-stage approach incorporates actions by the school, students, and parents. There is a specific focus for each stage with disciplinary consequences:

Stage One – The initial parent contact by letter will be made after a student misses **5 days (20 class periods)**. Parents receive the Truancy Prevention Initiative brochure and a letter seeking their assistance. The letter is brief and cooperative in nature. For some families, truancy will end at this step.

Stage Two – The second parent contact is made after **10 days (40 class periods)**. This formal letter requests that the parents come in to have a conference with the Dean, the Guidance Counselor, and the student. The parent is presented with all of the documentation that the district has attempted to improve the student's absenteeism. The student's name is brought to the Pupil/Personnel Service team, requesting assistance.

Stage Three – If the student's absenteeism has not improved and the student has missed **15 days (60 class periods)**, the entire case documentation is handed to the Grundy County Regional Office of Education Truancy Caseworker. The request will be made for the Truancy Officer to schedule a hearing with the parent and the student to determine if the case will proceed to court.

UNEXCUSED ABSENCES

Based on Section (26-2A) of the Illinois School Code, any student who is absent one or more periods of the school day, without a VALID CAUSE, will be considered truant and therefore UNEXCUSED.

UNEXCUSED ABSENCES without a recognized excuse prevent the student from earning credit for missed academic assignments, along with being subjected to DISCIPLINARY CONSEQUENCES.

Examples of absences, which fall under this category, are:

- a. Truancy (willful absence from one or more class periods without proper parental and/or school consent).
- b. Oversleeping.
- c. No parent calls on a student absence. If the parent calls after school hours, they are asked to leave a phone number where they can be reached to verify the absence.
- d. Working at home or on the job, including baby-sitting.
- e. Missing the bus or ride to school.
- f. Chronic Truancy.

This list is not all-inclusive. Any exception to the list will be considered by the dean/administration. **An unexcused absence from a semester exam will result in the student receiving a 0% for that exam.**

I.D. CARDS

While on school premises students will have their I.D. cards in their possession and also while at school-sponsored activities. When students are asked for their ID they must produce and/or forfeit it. Staff can confiscate student ID's at anytime. The following rules and procedures will apply.

- a. If a student loses his/her I.D. card, the student should immediately report it to the Deans' Office where arrangements for a replacement I.D. card will take place. The replacement fee is \$5.00.
- b. Should a student forget their ID they can buy a replacement at a cost of \$5.00 or a temporary ID, at a cost of \$1.00 or fill out an I.O.U. If a student accumulates \$3.00 in IOU's a bill will be sent home and the amount will be added to the student's school fees. Once a debt of \$3.00 is accumulated, no additional ID's will be issued until that debt is paid in full.
- c. Defacement of ID will result in the student being required to purchase a replacement ID.
- d. Failure to be in possession of a current I.D. card will result in the student receiving consequences
- e. Failure to produce a current student ID at an athletic or extra-curricular event will result in the student being charged admission.

First, second and third offense – Warning, Student has the following three options:

1. Purchase new ID
2. Purchase temporary ID
3. Complete I.O.U.

Fourth and subsequent offense – Written referral



STUDENT CODE OF CONDUCT

For over one hundred and twenty-five years, Minooka Community High School has been building a tradition of excellence. Accordingly, the community, parents, staff and administration of Minooka Community High School have high expectations for the students who attend MCHS. Academically, students are expected to do their best in each of their classes. This means that students must be in school each day, have their homework done to the best of their ability, be on time, and be a productive and cooperative member of the MCHS family. In order to assure that all students have equal access to the educational opportunities offered at MCHS, the following rules and regulations governing student behavior have been adopted.

1. Students are to treat everyone associated with MCHS (fellow students, teachers, secretaries, custodians, cooks, campus monitors, guests, etc.) with dignity and respect. Treat others as we would like to be treated ourselves, MCHS will be a special school. Student behavior that interferes with other students' opportunity to learn, teachers' opportunity to teach, or others' rights to function in the building will not be tolerated.
2. Teachers are in charge of the program at MCHS. As such, students are expected to follow their directives. Those who fail to do so will be considered insubordinate and subject to disciplinary action. If a student questions a teacher's decision, the student should do as the teachers directs and then see an administrator to discuss concerns.
3. Hallways - students are expected to act like ladies and gentlemen. Please walk on the right, do not run or make loud noises. This is particularly important during the lunch period, when classes are in session.
4. Students are expected to pick up after themselves and help maintain a clean and safe school environment. This applies to all areas of the school; hallways, classrooms, rest rooms, locker rooms, student center, cafeteria, and outside areas. Students littering or throwing things will be disciplined.
5. Dress - students' dress for school, school activities, and school trips should be reasonable, reflect good taste, and be agreeable to the school sponsor/administration. Any mode of dress or appearance, which is disruptive to the educational process at MCHS, will not be tolerated. Please see the specific rules under DRESS CODE.
6. School rules apply to students at school, at school activities (whether at MCHS or another location) and on school approved transportation. Students will be subject to discipline for inappropriate behavior, including the following: engaging in any activity, on or off campus, that; poses a threat or danger to the safety of other students, staff, or school property, constitutes an interference with school purposes or an educational function, or is disruptive to the school environment. In general, inappropriate behavior will be grounds for disciplinary action whenever the student's conduct is reasonably related to school or school activities. This includes any disruptive verbal, written, or electronic communication (i.e. email, text, social media) that causes a disruption to other students learning opportunities. School handbook jurisdiction may begin once a student leaves home in the morning and may extend until the student returns home after school.
7. In an effort to change inappropriate student behavior, as well as to limit the repeating of unacceptable behavior, MCHS will employ every support service and consequence available. MCHS, however, does reserve the right to alter and/or modify this philosophy, in situations where the administration has determined that an extreme infraction has taken place. Misconduct will generally result in the progressive disciplinary measures set forth herein. However, for each offense, MCHS reserves the right to impose additional and/or more severe discipline, up to and including expulsion, when circumstances warrant.

All students are responsible for knowing and observing these rules and regulations. Students who violate these rules will be subject to disciplinary action by the deans and/or school administration. A student's series of discipline and consequences, for the 2019-2020 academic school year, will be cumulative. Therefore, the discipline and consequences a student receives in the first semester will carry over and be included in the totals that are allowable for the academic school year.

DEMERIT SYSTEM

1. In an effort to curb repeated acts of misbehavior, the Dean's Office will continue the demerit system for the 2019-2020 school year.
2. For every infraction written up, the student will receive a corresponding number of demerits. As he or she progresses on the matrix below different interventions will take place in an attempt to curb the student's misbehavior.
 - a. Written Warning = 1 demerit
 - b. Dean's Detention = 1 demerit
 - c. 2-Hour Detention = 2 demerits
 - d. 4-Hour Saturday = 4 demerits
 - e. SSC = 6 demerits per day assigned
 - f. Out of School Suspension = 8 demerits for each suspended day
 - g. Be advised, the deans can issue demerits when no other consequence is given
 - h. 1 day bus Suspension = 3 demerits
 - i. Student removed from cafeteria = 3 demerits
3. When the student reaches each of the following accumulated number of demerits, a letter will be sent home and the following interventions will take place.
 - a. 25 total demerits: First mandatory meeting with student/dean, and/or the guidance counselor, stressing the importance of good behavior. Student will also receive a nine (9) week social suspension.
 - b. 50 total demerits: Second mandatory meeting with student, dean, counselor, and parent/guardian to establish steps for acceptable behavior. Student will also receive an eighteen (18) week social suspension.
 - c. 75 total demerits: Third mandatory meeting with dean, counselor and parent guardian. At this point a behavior contract may be put in place to establish specific loss of privileges such as hall pass, parking and attendance at extra-curricular activities. Student will also be socially suspended for the remainder of the school year. A student may have an opportunity to have demerits removed if there is an extended period of time without any discipline infractions. Students may only reduce their demerit total to 60.
 - d. 85 total demerits: Final Warning – A final meeting will take place between the student, dean, counselor and either the building principal or assistant principal with the parent / guardian invited to attend. A final warning will be given, and the student will again be notified that if he/she reaches 100 demerits, he/she may be brought to the Board of Education for an expulsion hearing or alternative placement. Student will be socially suspended for the remainder of the school year.
 - e. 100 total demerits: A student may be brought before the Board of Education for expulsion or alternatively placed in lieu of expulsion. – If student is alternatively placed for behavior reasons he/she will:
 1. Not be allowed on campus without permission
 2. Not be allowed to participate in athletics or any other extra-curricular activity as determined by the administration
 - f. Re-entry: Re-entry process outlined must be followed for student to be readmitted.
 - * Students alternatively placed (Project Indian or Premier Academy) may be subject to the above restrictions at the determination of the administration.
 - g. Seniors who are eligible to graduate may be able to participate in graduation ceremony only if he/she has approval from the principal.

BEHAVIORAL INTERVENTIONS & DISCIPLINARY CONSEQUENCES

Students who engage in misconduct will receive behavioral and disciplinary interventions and consequences to address the misconduct. Not all behavioral and disciplinary interventions and consequences are appropriate to address an act of misconduct. Determination of the appropriate behavioral and disciplinary interventions and consequences shall be made on a case-by-case basis. The severity of behavioral and disciplinary interventions and consequences will be proportionate to the misconduct and will be designed to remediate and improve behavior. Our procedures are designed to involve the student, teacher, parent(s)/guardian(s), counselor, school administrators, Superintendent, and/or Board in the process. The following behavioral interventions and disciplinary consequences are available to students, but may be modified at the discretion of the administration to better service the general student body.

AFTER SCHOOL INTERVENTION

A detention period will be assigned at both campuses for violations of school rules and will consist of the assignment of an additional 60-minute period after the regular school day Monday through Thursday. Detention dates, once determined, will not be changed except for reasons of unexpected emergency or by permission from the Dean. This is to allow the students time to make transportation arrangements with their parents. A parental request to the dean must be received before any consideration for change is given. **Student employment or athletic practices or contests are not just cause for a detention change.** A detention not served due to absence is automatically rescheduled for the day the student returns to school. It is the student's responsibility to notify his/her parents/ guardians of the assigned detention.

ALTERNATIVE EDUCATION PLACEMENT

The placement of a student at a district approved alternate educational program. Rationale for this intervention/consequence consists of one or more of the following reasons: (1) in lieu of expulsion, (2) the discretion of administration (3) determination as the most appropriate setting for the success of the individual student based on previous interventions and supports.

BEHAVIOR AGREEMENTS

Established for students who have continuing behavior concerns. The student and parent(s)/guardian(s) are invited to a school conference to discuss the student's inability to conform to school expectations.

BUS SUSPENSION

The temporary removal of a student from District-provided transportation for a period up to 10 days, but can be extended due to safety concerns. This penalty is designed to discourage acts of student misconduct that could pose a threat to the safety of students or staff in a moving vehicle or while traveling to and from school or school sponsored activities

CONFISCATION OF ITEMS

Any items brought to school that are forbidden per Illinois School Code, Board Policy, and/or Handbook Policy will be confiscated upon sight. In addition, any items that could jeopardize the safety of the student body or creates a disruption to the educational process will be confiscated. Parents/guardians should contact their student's dean or administration to inquire about retrieval of confiscated items.

DAILY CHECK

A daily scheduled, positive interaction between staff members and students designed to increase a student's ability to self-monitor his or her behavior. The approach utilizes a daily progress-monitoring tool.

EXPULSION

In cases of repeated or extreme anti-social, gross disobedience, or illegal behavior, the principal may recommend to the Board of Education that expulsion proceedings be initiated. The Board has the authority to expel a student for up to two (2) years. For a student who has been recommended for expulsion, the student's work will be issued and corrected. However credit for the work will be contingent on the outcome of the expulsion hearing. If the next scheduled Board Meeting is beyond the 10-day suspension, alternative educational opportunities will be provided until the next Board Meeting. The student is expected to remain off South and Central Campus school grounds until the Board Meeting occurs.

LOSS OF PRIVILEGES

Students of Minooka Community High School may receive certain privileges - homecoming dance, prom, graduation ceremony, spectator at events, activities and athletics, parking privileges, etc. However, forfeiture of these privileges is possible when a student does not comply with school rules.

MEDIATION

A conflict resolution intervention in which disrupting students of similar age work to resolve a conflict in a controlled environment. The mediation is run by student services personnel and the outcome is an agreed upon written or verbal commitment between the two disputing parties.

NO PASS LIST

Students placed on the *No Pass List* will not be permitted to be in the hallways during class time without an escort. This is a loss of privilege that students will be assigned for a specific amount of time determined by deans and/or administration.

OUT-OF-BUILDING SUSPENSION

Although every effort is made to keep students in school, when a student's behavior in the opinion of the dean, or administration, constitutes a threat to safety of other students, staff, or members of the school community, or substantially disrupt, impede, or interfere with the operation of school the student will be suspended out of the building.

A student completing Out-of-Building Suspension may be required to schedule a conference involving the student, the dean or administrator, and parent(s) or guardian prior to being readmitted to regular classes. Students who are suspended from school may not attend class or any school-sponsored activity, on or off campus, or be on the school grounds during the suspension unless they have made prior arrangements with an administrator. Student suspensions are considered to be in effect from the date of the suspension until 11:59 pm. on the date that the suspension expires, and includes weekends, holidays, and evenings during this time. If suspended students appear at school during their suspension, they will be considered as trespassing and could be arrested for trespassing. When a student is on external suspension, he/she must contact his/her teachers for make-up assignments. Students will be able to make up all work for full credit during a suspension from school. The loss of instruction due to suspension cannot be made up and could lead to loss of academic credit. It is the student's responsibility to contact teachers regarding the work that must be completed according to the makeup policy.

SPECIAL NOTE: A student may be suspended up to ten (10) consecutive school days. Parents must be notified in writing of the reason for a suspension and be given a chance to review with a school administrator, if they so desire. Suspension days are not included in the seven-day absence count per semester (first suspension only).

PARENT CONFERENCES

Parents are viewed as partners with the school in helping students successfully complete their high school education. Parents are encouraged to be involved in their student's education. In serious cases of student discipline or cases of repeated minor problems, Minooka Community High School will require parent conferences. If a conference is scheduled and a parent does not attend, the meeting will take place as scheduled without the parent present.

PARKING PASS REVOCATION

Severe or multiple violations of the parking rules and regulations may result in the loss of privilege to park on school grounds. Final decisions regarding the revocation of parking passes are made by the Deans' Office and/or Administration.

POLICE REFERRAL

Students engaged in activities while in school that could result in felonious charges will be referred to the local police.

RE-ENGAGEMENT MEETING

Upon re-entry to the building (from suspension), a re-engagement meeting with the student, dean and/or a building administrator is required. Parents/guardians are strongly encouraged to attend this meeting with their student. During the meeting the school representative(s) will discuss all prior supports and interventions provided for the student, as well as additional supports and interventions available upon reentry.

SATURDAY INTERVENTION

The assigned session may be two (2) to four (4) hours in length and run from 8:00 A.M. to 10:00 A.M. or 8:00 A.M. to 12:00 NOON on designated Saturdays at South Campus. Reminder; 2 hour Saturday detention = 2 demerits, and a 4 hour Saturday detention = 4 demerits.

SOCIAL-EMOTIONAL GROUPS AND COUNSELING GROUPS

Intervention groups created in response to student-specific skill deficit areas. The purpose of group sessions is to teach and foster the development of deficit skills in a controlled environment.

SOCIAL SUSPENSION

A socially suspended student may not attend or participate in any school functions while serving the social suspension. Any student who has been suspended out-of-building is automatically placed on social suspension for the length of the suspension. The term of any additional social suspension issued because of demerit thresholds will begin upon the student's return to school after meeting with the Dean of Students. Students can also be socially suspended for violating handbook expectations, accumulation of excessive demerits, and inappropriate behavior while attending extra-curricular activities including assemblies. The Dean that assigns the social suspension will inform the parents and appropriate staff members. This includes but is not limited to, the Principal, the School Resource Officer, the other Deans and crowd control workers. The length of the social suspension may range from a minimum of one week from the date of the infraction, to a maximum length of the remainder of the school year. Social suspensions are considered to be in effect from the start date of the social suspension until 11:59 pm. on the date the social suspension expires, and includes weekends, holidays, and evenings during that time. When socially suspended, if a student is in attendance at a school-sponsored event, on or off campus (including both home and away events), he or she could be arrested for trespassing. Students who are socially suspended may be assigned 1 demerit per week that they are socially suspended.

STUDENT CONFERENCES

Students are provided opportunities throughout the school day to schedule conferences with deans, counselors, administrators, teachers and other staff throughout the building. The purpose of the such a conference is to discuss concerns and possible solutions with a focus on collaborative problem solving.

STUDENT SUPPORT CENTER

The Student Support Center is assigned to a student based on a serious act of misconduct. The length of a Student Support Center assignment may vary from part or all of each 90-minute time block or the entire school day. Students assigned to the SSC will have the opportunity to work with one of the school's Behavior Interventionists to take restorative measures to remediate their behavior and reconcile any relationships damaged as a result of the student's behavior. Students who fail to successfully serve their SSC or misbehave while assigned will be subject to additional interventions and/or more severe disciplinary consequences.

WEEKLY CONNECT

A weekly scheduled, positive interaction between staff members and students designed to regularly monitor academics and behaviors through the use of a weekly progress-monitoring tool.

SPECIFIC DISCIPLINE INFRACTIONS:

The School District addresses student misconduct on a case-by-case basis, considering the individual circumstances of each incident. The interventions and consequences listed above in this handbook are guidelines only, and may be modified at the discretion of school officials. The School District complies with Public Act 99-456 and makes decisions relating to consequences in accordance with Public Act 99-456

Minooka Community High School teachers, counselors, deans, and administrators work with students to provide a safe and secure environment. Two-way communication between the school and our student body is essential to ensure the safety of staff and students. Students are encouraged to inform, discuss, self-report, and/or document items and actions they observe that could threaten school safety to the appropriate staff members. Furthermore, students' assistance and proactive behaviors will be taken into account in the event that consequences are administered.

The following is a listing of specific infractions and rules that are used to govern the student body at MCHS. However, no listing of rules can be all-inclusive. Students will be subject to intervention and/or disciplinary action any time their behavior is disruptive, illegal, or inconsiderate of others.

ALCOHOL/ALCOHOL PARAPHERNALIA

Board Policy 7:190 – #2

The school administration is authorized to discipline students for gross disobedience or misconduct, including, but not limited to using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.

RULE:

The possession, use, transmission, sale, purchasing distribution of alcohol/alcohol paraphernalia (i.e. tappers, beer bong, shot glasses, etc.) or being under the influence of alcoholic beverages of any kind is not permitted on school property, on school buses, or at any school-sponsored activity, either on campus or off campus. Students who are suspected of consuming alcohol in violation of this rule will be asked to submit to a Breathalyzer, administered by a police officer. Should a student refuse to submit to a Breathalyzer the student will be taken to the Police department.

First offense: Based on a Dean investigation the student will receive up to a ten (10) day out-of building suspension. If both the student and parent/guardian chooses to participate in a school approved alcohol assessment and counseling program the suspension will be reduced to a five (5) day out-of-building suspension. If the student fails to provide proof of this assessment the full suspension will be administered. Also a Parent conference, Police referral, social suspension, and a possible recommendation for Expulsion could occur.

Second and subsequent offenses' - Ten (10) days Out-of-Building Suspension pending a dean investigation; Possible recommendation for Expulsion, Police Referral; Parent Contact.

ASSAULT AND BATTERY TOWARD A STUDENT, STAFF MEMBER AND/OR SCHOOL BOARD MEMBER

Board Policy 7:190 - #14

Violation of any criminal law such as assault and battery, arson, theft, gambling, and/or hazing will result in disciplinary action.

Violation of these prohibitions may result in the following disciplinary actions: Ten (10) day Out-of-Building Suspension and recommendation for Expulsion; Police referral; Parent conference before student can return to school.

BOMB THREATS

Board Policy 7:190 - #15

Engaging in any activity, on or off campus, that poses a threat or danger to the safety of other students, staff or school property is prohibited.

First offense - Out-of-Building Suspension pending deans' investigation. The Suspension may be up to ten (10) days; possible expulsion; Police referral; parent conference before student can return to school.

Second and subsequent offenses' - Ten (10) days Out-of-Building Suspension; possible recommendation for Expulsion; Police referral; Parent conference.

BUS MISCONDUCT

Board Policy # 7:220

The Superintendent, or any designee as permitted in The School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct.

Students who ride the school bus to school or to extra-curricular activities are expected to conform to the prescribed school bus rules as posted in the school bus. Students are expected to carry their I.D. while on the bus.

Public Act 95-0352 effective 8-23-07 allows both a visual and audio recording to be made on the interior of a school bus when transportation is provided for any school-related activity. Notice of such recordings will be clearly posted on the entrance door and inside the school bus. Recordings must be held confidential and can only be used by school officials and law enforcement personnel for disciplinary actions or prosecutions related to incidents occurring in or around the school bus.

Rules:

Bus rules include but are not limited to the following:

- a. Do not leave your seat while the bus is in motion.
- b. Absolutely no swearing or sexual comments.
- c. Keep your hands to yourself.
- d. No intimidation of other students.
- e. Bus driver can assign seats for the entire school year.
- f. No spitting.
- g. No throwing litter or hanging outside window.
- h. No smoking nor possession of tobacco products, lighters, or matches.
- i. No unnecessary noise or rude conduct.
- j. Do not distract driver.
- k. Students from South campus are required to ride their assigned bus from South Campus to Central Campus, and then home.
- l. Students must enter/exit the bus from their assigned pick-up/drop-off.
- m. Students must ride assigned bus, unless they have written permission from school administration.

Students who fail to observe these rules will, upon the complaint of the driver, be issued detentions, assigned seats, or removed from the bus for a period of time. Parental conference will be held when deemed necessary. Students should be aware that removal from the bus might occur on the first violation if the situation so warrants.

Reminder: School handbook jurisdiction may begin once a student leaves home in the morning and may extend until the student returns home after school.

First offense: Based on a Dean investigation, disciplinary action may range from a warning to an Out-of-Building suspension with a recommendation for Expulsion

CAFETERIA MISCONDUCT

In order to ensure a clean and comfortable environment for all, students are asked to observe the following:

- a. Students are to be on time to lunch. Tardies will be counted.
- b. Upon entering the cafeteria, take the proper place at the end of the service line. Do not "cut" in front of others already in line.
- c. Only students purchasing food or beverage are allowed in lines.
- d. Keep all doorways clear for cafeteria workers transporting food to other serving-lines.
- e. Eating will be allowed in the cafeteria only.
- f. Students should not harass and/or coerce others for money.
- g. Students are allowed only within the cafeteria during lunch periods. Students are not allowed to go to their locker or be in a hallway without a pass. (Note) All students sitting at a lunchroom table will be held responsible for clearing their table and the immediate area.
- h. Leave the table and floor around the table free from lunch papers and refuse when finished eating.
- i. Return all trays, to the designated area.
- j. Students are not allowed to order any take-out food to be delivered.
- k. No selling of non-school approved items.
- l. No throwing of food.

Based on a Dean investigation, disciplinary action may range from a warning to an Out-of-Building Suspension.

A student who is removed from the cafeteria because of poor behavior will receive up to 3 demerits. This will be done upon the dean receiving a written referral.

CARD PLAYING/GAMBLING

Students are not allowed to play cards and/or gamble in school, unless such activity is directly related to an assignment specifically given by a teacher.

Disciplinary action may range from a warning to Out-of-Building Suspension depending on the seriousness of the offense.

CELL PHONES

See Electronic Devices

CHEATING/ACADEMIC DISHONESTY

Board Policy 7:190 - #8

Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores is prohibited.

To cheat is to steal, provide, receive or plagiarize information, knowledge, or work from another and wrongfully obtaining test copies or scores. All student work is expected to be individual unless otherwise stated by the instructor. The student is responsible for making sure he/she is the sole creator of the assignments, and evidence to the contrary may cause the student to face disciplinary measures for cheating. Teachers will document all cases of cheating through the Dean.

Students should consult with their current teachers regarding the proper use of MLA and/or APA styles of documentation when citing sources before their assignment is turned in.

First Offense: For being caught cheating for the first time in an academic year, the student will earn a zero for all items, the test, quiz, final exam or assignment. This failing grade will count in computing the quarter grade for that particular course. The incident will be reported to Deans, Principal, Assistant Principal, NHS sponsor and parents.

Second offense: In the same academic year, the student will earn a zero for all items, the test, quiz, final exam or assignment and their letter grade will be reduced 10% points for the semester in that course, even though the first reported incident might have been in another course. The incident will be reported to Deans, Assistant Principal, NHS sponsor, Principal and parents contacted.

Third and Subsequent Offenses: In the same academic year, the student will earn a zero for all items, the test, quiz, final exam or assignment, a failing grade in that course for the semester, placed in a resource. The incident will be reported to Deans, Assistant Principal, NHS sponsor, Principal, parents contacted and the student may be suspended up to ten (10) days and may be recommended for expulsion.

COMPUTER/ INTERNET/ NETWORK MISUSE

- a. Stealing or defacing computers or computer components, including but not limited to writing on or covering the equipment with any foreign substance, causing liquid damage, or physical damage.
- b. Downloading or using malicious or personal software not authorized to be present on a computer or device at MCHS.
- c. Using another user's account or password with or without permission from the owner of that account or if access has been terminated due to previous infraction.
- d. Downloading or viewing materials from the Internet/Network that are considered unacceptable, including objectionable graphics or links to inappropriate sites.
- e. Gaining unauthorized access to resources or entities.
- f. Using the internet/network while access privileges are suspended or revoked.
- g. Bypassing the District Internet/Network filter by any means including, but not limited to using software or proxy/anonymous servers.
- h. Using the internet/network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation.
- i. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material.

Violation of the rules will result in the following disciplinary actions:

First Offense: Forbid use of equipment for one to six months or other action deemed appropriate by the Deans and /or administration.

Second Offense: Forbid use of equipment for one calendar year or other action deemed appropriate by the Deans and /or administration

Third Offense: Forbid use of equipment for the remainder of attendance at MCHS or other action deemed appropriate by the Deans and/or administration.

Additional disciplinary action may include any of the following, depending on the severity of the conduct: warning, detention, suspension, police referral, or expulsion proceedings.

DEROGATORY/DISCRIMINATORY LANGUAGE: RACIAL, ETHNIC, GENDER IDENTIFICATION, RELIGIOUS BELIEFS, SEXUAL ORIENTATION (LGBTQ)

Language that is intended to offend or abuse, including that associated with computer use, i.e. internet web pages and any other kind of propaganda, is a violation of school and district policies and will be handled through the school's disciplinary code.

Disciplinary action may include any of the following, depending on the severity of the conduct: warning, detention, in-school suspension, suspension, police referral, or expulsion proceedings.

DISHONESTY/LYING TO SCHOOL OFFICIALS

Students are expected to be truthful, courteous, and respectful to staff members.

Disciplinary action may range from a warning to Out-of-Building Suspension.

DISRESPECT/ INSUBORDINATION

Board Policy 7:190 - # 7

Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.

Disciplinary action may range from detentions to Out-of-Building Suspension depending on the seriousness of the offense.

DRESS CODE

When a student is not properly dressed or is wearing prohibited clothing or accessories (including hats) the student will be sent to the Dean's office. If the student refuses to report to the Dean's office, a referral will be written for insubordination. The Deans have the authority to require the student to change attire.

The primary responsibility for student dress rests with the parents and students as long as it does not pose a threat or disrupt the educational process. Students must be clothed from shoulder to mid-thigh. The school makes final judgment on acceptability and school appropriateness.

At any time, while in the school building, on school grounds, at a school- sponsored event, on or off campus, the following dress code policies will be in effect.

- a. A student's dress and grooming must not disrupt the educational process or interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, modesty and decency as determined by the Dean or Building Principal.
- b. Male and female students must wear clothing that completely covers the body from the shoulders to mid-thigh, whether standing or sitting. (Mid-thigh is defined as: The end of the fingers when a student is standing in an upright position with arms hanging along the side of the body when the fingertips are touching the thigh.) The only exception is a sleeveless, tailored shirt or blouse.
- c. Clothing or hats that advertise or depict weapons, drugs, alcohol, or tobacco, or have suggestive or obscene materials written or displayed may not be worn. Vulgar, obscene or violent messages on clothing or hats will be treated as vulgar/obscene language or expression.
- d. P.E. uniforms are only to be worn in P.E. class.
- e. Hats – and the hood on sweatshirts, and other headwear, including but not limited to, hair nets, bandanas, do-rags, nylons, skullcaps, headbands etc. are not to be worn in the building or in the classroom at any time. Students and visitors should remove these items from their head before entering the building and wait until they are outside before wearing them. Hats can be worn outside only if they are worn straightforward.
- f. Coats and Outerwear- trench coats, jackets, gloves, sunglass cannot be worn in the building, unless the student is directly entering or leaving the building. Carrying these items in the building is allowed for GAVC students.
- g. Students, who have courses that require safety equipment or special dress codes, must adhere to wearing the proper equipment and/or clothing.
- h. Blouses, shirts, and pants must not be worn in a revealing manner.
- i. Short shorts are not to be worn. Clothing that has holes/slots that are above the knee or revealing, as determined by the Dean or Building Principal is not allowed.
- j. Any equipment used to carry books (including backpacks, and book bags) cannot be carried from class to class. Book bags and such must be stored in student lockers.
- k. Wearing, using or displaying, any clothing, hats, jewelry, emblem, badge, symbol, sign, or other thing that is indicative or symbolic of drug use or membership or affiliation in any gang, cult or secret society, including but not limited to wearing a handkerchief, shoelaces or bandana around the neck or hanging out of one or more pants pockets, as determined by the Dean or Building Principal is not allowed.
- l. Chains, drug, gang, and/or cult related jewelry, key chains and any excessive spikes, piercing or excessive beads are not to be worn.
- m. Baggy pants are prohibited. Undergarments should not be visible. Elastic bands used to hold up one or both pant leg(s) is prohibited.
- n. Proper footwear with soles should be worn at all times.

First offense – Based on a dean investigation, confiscation, if applicable and Warning with a Parent/Guardian Conference.

Second offense – Based on a dean investigation, confiscation if applicable and a detention is issued. Parent/Guardian Conference.

Third and Subsequent offenses – Based on dean investigation, confiscation if applicable. Saturday Detentions to Out-of-Building Suspension up to ten (10) days. Parent/Guardian Conference.

A dress code violation that a dean or administrator determines to be gang related will be disciplined following the consequences listed under the gang section on page 39.

DRUGS/DRUG PARAPHERNALIA

Board Policy 7:190

Students who are under the influence of any prohibited substance or drug or in possession of any drug paraphernalia are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

The possession, use, transmission, purchasing, sale, distribution or being under the influence of any illegal or narcotic drug, anabolic steroid, cannabis (including marijuana and hashish), vaping devices/ materials used to consume illegal drugs (including marijuana), use and/or possession of THC dab and wax vaporizing pens or devices, inhalant, hallucinogenic drug, amphetamine, intoxicant, stimulant, depressant, look-a-like drugs, designer drugs, contra-indicator devices, drug paraphernalia, razor blades, rolling papers, pill boxes, abused prescription or non-prescription drugs or chemicals of any kind are not permitted on school property, on school buses, or at any school-sponsored activity, either on campus or off campus. Please refer to page 12 for details regarding proper procedures for medication use during school.

Violation of these prohibitions may result in the following disciplinary actions: Ten (10) days Out-of-Building Suspension and recommendation for Expulsion; for one (1) semester up to two (2) years; police referral. The District may also require a student who violates any of these prohibitions to participate satisfactorily in an approved substance or alcohol abuse assistance or rehabilitation program.

Students are advised that lockers are school, not personal property. The District may request the assistance of law enforcement officials for the purpose of conducting reasonable searches of school grounds and lockers for illegal drugs, including the use of specially trained dogs. Any student who feels that he or she has developed an addiction or dependence on or drugs is encouraged to seek assistance by contacting a counselor, social worker, or Dean. Requests for assistance will be confidential.

ELECTRONIC DEVICES & CELL PHONES

Board Policy 7:190 - #5

Using or possessing any electronic device on school grounds will be done under the following stipulations:

- A. Students will be allowed to use their electronic device during their scheduled lunch period.
- B. Students will be allowed to use their electronic device during scheduled passing periods.
 - Only ear-bud type earphones may be worn during passing periods. Only one ear-bud may be worn at a time (one ear only). Wearing ear-buds in both ears will not be allowed. All other types of headphone devices will not be allowed during school hours.
 - Music may not be played from the electronic device during lunch periods or passing periods using the devices internal speaker or external speaker.
- C. Students will not be allowed to make or receive phone calls via their electronic device/cell phone during the regularly scheduled school day (7:45 am – 2:42 pm. at South Campus and 8:00 am. – 2:57 pm. at Central Campus).
- D. Electronic devices may not be used in any manner that disrupts the educational environment of violates the rights of others. The use of any electronic device to engage in any of the following is strictly prohibited and subjects the student(s) involved to appropriate school consequences.
 - Failure to comply with school personnel directives with regard to use in instructional areas.
 - Cheating/Academic dishonesty
 - Planning inappropriate behavior that would affect the orderly proceeding of the school day.
 - Sending, receiving, or possessing sexually explicit or otherwise inappropriate pictures, images, videos, of statements commonly known as "sexting".
 - Invading the privacy of others
 - Taking and/or transmitting pictures, video or audio recordings of another without that person's consent.
 - Bullying or harassment of others
 - Identity theft
 - Interfering in a school investigation.
 - Use deemed inappropriate by the Administration and/or Deans.

- E. Digital/Video Cameras – Digital or Video cameras may be used in school only with written permission from a staff member during school hours.
- F. Any item that is confiscated by a staff member will be placed in a school issued white envelope, initialed by the student and brought to the Deans' Office to be kept secure.
- G. No privately owned laptop or desktop computers may be brought to school at any time.
- H. The school is not responsible for lost or stolen electronic devices or cell phones.

First offense – Verbal reprimand. Confiscation of cell phone and/or electronic device. It will be turned into the Deans office for the student to pick up after school. Additional discipline may be issued based on a Deans' investigation.

Second offense – One, two (2) hour detention. Confiscation of cell phone and/or electronic device. It will be turned into the Deans' office for the student to pick up after school. Additional discipline may be issued based on a Deans' investigation.

Third & Subsequent offenses – One, four (4) hour Saturday detention. Confiscation of cell phone and/or electronic device. It will be turned into the Deans' Office for the parent/guardian to pick up after school. Additional discipline may be issued based on a Deans investigation.

ENTRANCE AND EXIT PROCEDURES

The only entrances that students are allowed to enter and exit the building through are:

Central Campus – Doors #1, #2, #19 South Campus – Doors #1, #16, #20

Please note – Approved door accessibility is subject to change throughout the school year. Students will be notified if any changes occur.

All other entrances are locked and should remain that way for the entire school day. Any student that uses a door not designated above poses a security threat and will be dealt with by the appropriate Dean. Students are prohibited from opening unauthorized doors for other students or guests. Students are also prohibited from propping doors. Discipline can range from a warning to an out-of-building suspension with recommendation for expulsion.

FALSE EMERGENCY CALLS (911) FALSE FIRE ALARMS

No person may set off a false fire alarm, falsely report a fire, ignite a fire, use a fire extinguisher without cause, or misuse other school safety devices.

Out-of-Building Suspension pending Administrative action; recommendation for expulsion based upon investigation; police referral.

FIGHTING/AGGRESSIVE PHYSICAL CONTACT

Board Policy 7:190 - # 9

Engaging in any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct is prohibited. Prohibited aggressive behavior includes, any use of violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct.

Fighting between members of the school community should be resolved through proper channels. If the student is involved in a fight, the student should be prepared to receive the consequences listed below. Furthermore, criminal charges may be pressed including disorderly conduct and/or battery. The Deans investigation will determine if an actual fight occurred or simply aggressive physical contact.

Fighting in school cannot be tolerated. When such an event happens, the Deans and/or Administration will conduct a thorough investigation of the activity and discipline is usually issued to all participants. Unfortunately, such events are usually not the result of one simple act of aggression on the part of one individual. Usually, the fight is a result of many circumstances and verbal exchanges. If you are approached by another student who threatens you and wants to fight, simply tell the nearest teacher or go directly to the Deans' Office. **DO NOT INVOLVE YOURSELF IN A FIGHT; YOU MAY BE SUSPENDED AND POSSIBLY EXPELLED IF YOU DO.**

First offense- Up to a Ten (10) day out of school suspension pending a deans investigation, referral to the registered school nurse; police referral possible; Final Warning Contract; possible recommendation for Expulsion. Furthermore, criminal charges may be pressed including disorderly conduct and/or battery. Additional consequences may be issued if the incident instigates mob action or takes place in a crowded area of the school such as the cafeteria during lunch.

Second and any subsequent offense – Up to a Ten (10) days Out-of-Building Suspension pending a deans investigation; referral to the registered nurse; Final Warning Contract; Police referral possible; possible recommendation for Expulsion. Furthermore, criminal charges may be pressed including disorderly conduct and/or battery. Additional consequences may be issued if the incident instigates mob action or takes place in a crowded area of the school such as the cafeteria during lunch.

FIRECRACKERS, SMOKE BOMBS, AND SIMILAR DEVICES

Any action that endangers the safety and well-being of others will not be tolerated.

First offense - Confiscate materials; Out-of-Building Suspension pending a deans' investigation. The suspension may be up to ten (10) days; parent contact and Final Warning Contract; Police referral; possible recommendation for Expulsion.

Second and any subsequent offense - Ten (10) days Out-of-Building Suspension; Recommendation for Expulsion; parent conference; Police referral.

FOOD AND BEVERAGES

Students are allowed to have a clear water bottle in their possession for use during school hours. All other food and beverages are prohibited in the hallways and/or classrooms when school is in session. Vending machines will be programmed off during the hours school is in session.

1st offense – Warning

2nd and any subsequent offense – Deans' Referral

FORGERY

This includes altering school forms, parent or teacher signature, parent or teacher voice.

Disciplinary action may range from a warning to Out-of-Building Suspension.

FRATERNITIES, SORORITIES, GANGS, CULTS, SECRET SOCIETIES, AND OTHER GROUPS NOT SANCTIONED BY MINOOKA COMMUNITY HIGH SCHOOL

Board Policy 7:190

For purposes of District 111 policy, and as defined by the Illinois Street gang Terrorism Omnibus Prevention Act (740 ILCS 147/1, et seq.), a "gang" is defined as any combination, confederation, alliance, network, conspiracy, understanding, or other similar conjoining, in law or in fact, of three or more persons with an established hierarchy that, through its membership or through the agency of any member, engages in a course or pattern of criminal activity.

Being a member, being involved, or joining, or promising to join, or becoming pledged to become a member of, or soliciting any other person to join, promise to join, or be pledged to become a member of any public school fraternity, sorority, gang, cult, or secret society, or engaging in other gang activity, is prohibited.

Gang activity includes, but is not limited to:

1. Wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, insignia, sign, colors, combinations of colors or combinations of clothing, wearing apparel, accessories, identifiers, paraphernalia, or other thing that is indicative or symbolic of drug use or membership or affiliation in any gang, cult or secret society;
2. Committing any act or omission, or using any speech, either verbal or non-verbal (such as gestures, graffiti, tagging, or hand-shakes) showing membership or affiliation in any gang, cult or secret society; and
3. Using any speech or committing any act or omission in furtherance of the interests of any gang or gang activity, cult or secret society, including, but not limited to: (a) soliciting others for membership in any gangs, cult or secret society, (b) requesting any person to pay dues, insurance, or protection or otherwise intimidating or threatening any person, (c) committing any other illegal act or other violation of school district policies, and (d) inciting other students to participate in any form of physical violence involving persons or property.

4. Confirmation of a student being in a public school fraternity, sorority, gang, cult, or secret society, or soliciting for membership, displaying or possessing symbols or engaging in other gang activities.
5. Any activity that includes causes or requires the student to perform a task that involves a violation of state or federal law.

First offense - Out-of-Building Suspension pending an investigation by a dean. The suspension may be up to ten (10) days; possible placement in alternative learning environment; parent/guardian contact and Final Warning Contract; Police referral; possible recommendation for Expulsion. Furthermore, criminal charges may be pressed.

Second and any subsequent offense - Out-of-Building suspension up to ten (10) days pending an investigation by a dean; Parent/Guardian conference; Recommendation for Expulsion; police referral. Furthermore, criminal charges may be pressed.

NOTE: Excessively baggy pants are prohibited. Elastic bands used to hold up one or both pant leg(s) is prohibited, including but not limited to wearing a handkerchief, shoelaces or bandana around the neck or hanging out of one or more pants pockets, including any shaved or slashed eyebrows, as determined by the Dean or Building Principal is not allowed.

GAVC

All students who elect to attend GAVC classes are expected to be familiar with rules that relate to conduct and discipline at the Center and/or Cosmetology. Discipline-related incidents will be handled by the Center and referred back to Minooka Community High School. In addition, students need to be aware that if they do violate a rule or procedure while attending these classes, they will not only receive the GAVC disciplinary consequence, but also will be subjected to Minooka Community High School disciplinary consequences.

1. If a student is suspended from Minooka Community High School the student is not allowed to attend classes at GAVC and the absences at GAVC will be unexcused. The student is responsible for informing the GAVC teacher and obtaining the missing work. The Deans' office will contact the administration at GAVC to inform them which students are suspended.
2. GAVC students will be excused from class in order to attend MCHS assemblies or other functions upon approval of the MCHS dean and prior notice is given.
3. Students are also reminded that their continued attendance at GAVC is dependent upon their behavior riding the bus to and from GAVC.
4. Students that drive or ride to GAVC, whether a passenger or driver of the vehicle, without written permission from both GAVC and the MCHS dean may face disciplinary consequences.
5. GAVC students will not be sold a parking permit if they still owe previous school fees and/or need to meet any previous school obligations.

GAVC students are required to sign a behavioral contract that parents receive a copy of. Copies of this contract are available upon request in the Dean's office

First offense - One four (4) hour Saturday Detention

Second and subsequent offenses - Out-of-Building suspension, and may be dropped from attending GAVC classes.

HALL PASSES

Students who have work to make up, wish to confer with a teacher, practice for band or chorus, or receive special help must complete the weekly hall pass in this handbook from the teacher ahead of time. A student must always sign out of assigned attendance centers. Students must have a hall pass in their possession at all times that they are in the halls during academic times. All hall passes are good for 5 minutes only.

Disciplinary action may range from a warning and inclusion on the No Pass List to an Out-of-Building suspension.

HAZING/INTIMIDATION/BULLYING

Board Policy 7:190 - # 9; Board Policy 7:20

Engaging in any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct is prohibited. Prohibited aggressive behavior includes, any use of violence, force, noise, coercion, threats, intimidation, fear, bullying, hazing, or other comparable conduct.

Definition: Bullying occurs when a student or students are exposed, repeatedly and over time, to negative actions on the part of one or more other persons in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

An intentional, knowing or reckless act directed against a student, by one person or acting with others, that endangers the mental or physical health or the safety of a student or any District 111 employee for the purpose of being initiated into, holding office in or maintaining membership in any student organization, or as directed against any student because of grade level, organizational affiliation, race, religion, gender or ethnic background is not allowed.

The term hazing/intimidation/bullying includes, but is not limited to:

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity involving the consumption of a food, liquid, alcoholic beverage, drug, tobacco product or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, shame or humiliation that adversely affects the mental health or dignity of the student or discourages the student from remaining in school. (This includes verbal, written, or electronic communication (i.e. email, text, and social media).
5. Any activity that includes causes or requires the student to perform a task that involves a violation of state or federal law.
6. Students who engage in hazing/intimidation/bullying, solicit, encourage, direct, aid or attempt to aid another engage in hazing/intimidation/bullying, intentionally, knowingly or recklessly permit hazing/intimidation/bullying, having knowledge of the planning or occurrence of a specific hazing/intimidation/bullying activity and failing to report it to a school official could face disciplinary consequences.

Based on a deans' investigation, disciplinary action may range from Saturday Detentions, Out-of-Building Suspensions, Final Warning Contract and possible recommendation for Expulsion and police referral. Parent/Guardian conference.

HORSEPLAY/SHOVING /SLAPPING

Any action(s) that may endanger students or staff, and/or any physical actions, which may impede the educational process, is prohibited.

Disciplinary action for this type of behavior may range from a Detention to Out-of-Building Suspension depending on the seriousness of the situation.

I.D. CARDS

While on school premises students will have their I.D. cards in their possession and also while at school-sponsored activities. When students are asked for their ID they must produce and/or forfeit it. Staff can confiscate student ID's at anytime. The following rules and procedures will apply.

- a. If a student loses his/her I.D. card, the student should immediately report it to the Deans' Office where arrangements for a replacement I.D. card will take place. The replacement fee is \$5.00.
- b. Should a student forget their ID they can buy a replacement at a cost of \$5.00 or a temporary ID, at a cost of \$1.00 or fill out an I.O.U. If a student accumulates \$3.00 in I.O.U.'s a bill will be sent home and the amount will be added to the student's school fees. Once a debt of \$3.00 is accumulated, no additional ID's will be issued until that debt is paid in full.
- c. Defacement of ID will result in the student being required to purchase a replacement ID.
- d. Failure to be in possession of a current I.D. card will result in the student receiving consequences
- e. Failure to produce a current student ID at an athletic or extra-curricular event will result in the student being charged admission.

First, second and third offense – Warning, Student has the following three options:

1. Purchase new ID
2. Purchase temporary ID
3. Complete I.O.U.

Fourth and subsequent offense – Written referral

I.D. SCANNERS

All students entering the building during school hours and when classes are in session will be required to scan their Student ID in the Deans' Office prior to entering the hallway. Any student who has lost the school ID provided at the beginning of the school year will need to purchase a new one (\$5) in the Deans' Office.

LIGHTERS

Possession and/or use of lighters or other igniting devices in the school building is prohibited.

First Offense – Confiscation; and one two (2) hour Saturday detention.

Second Offense – Confiscation; and one four (4) hour Saturday detention.

Third Offense - Confiscation; and one Student Support Center.

Fourth and Subsequent Offense's - Confiscation; and an Out-of-Building Suspension up to ten (10) days.

LOCKERS (HALLWAY/ATHLETIC/PE)

Lockers and combinations are issued at the beginning of the year. Students are to use their assigned lockers. Each student is responsible for keeping his/her locker clean both inside and outside. Any locker malfunction should be reported to the office. Lockers are school property loaned to students. The school authorities have the right to open and search any locker and its contents, as they deem necessary, without notice to or consent of the student and without a search warrant.

Damages caused by misuse will be charged to the student the locker was issued to, and/or the student responsible and may also face disciplinary consequences ranging from detention to out of building suspension.

LUNCH

Students may bring lunch from home or purchase lunch a la carte items through the food service. Students are prohibited from having food delivered to the school for their lunch. Minooka Community High School is a closed campus for lunch.

MEDIA DEVICE USAGE

All use of Minooka Community High School media equipment shall be consistent with the District's goal of promoting education excellence in communications. Students who use media equipment during school hours must NOT:

- a. Interrupt or distract the education process of other classes;
- b. Record audio or video information in a secretive or "undercover" manner;
- c. Interview students or employees of Minooka Community High School without properly identifying themselves and the purpose of their interview;
- d. Distribute or present information, which is defamatory to others.

Disciplinary action may range from a warning to out-of-building suspension. However, expulsion may be recommended if warranted.

PASS MISUSE/ OUT OF ASSIGNED AREA

This includes but is not limited to; a student found without a pass, somewhere that is not on their class schedule, or in the building, or on school grounds that a hall pass was not written for; changing any original information on the pass; forgery; exceeding the five-minute, time limit; or using another students handbook for a pass.

First offense - One two (2) hour Saturday Detention; placed on the no pass list.

Subsequent offenses - Disciplinary action may range from Saturday Detention to Out-of-Building Suspension. Placed on the No pass list.

PUBLIC DISPLAY OF AFFECTION (PDA)

School is not the place for public displays of affection. Students are to refrain from displays of affection on school grounds. Other than holding hands, all other displays of affection, including kissing, are prohibited on school property. Violators will receive disciplinary action.

First offense - Warning

Second offense - Detention

Third and any subsequent offense - Deans' Referral

SECURITY

Unauthorized accomple to individuals entering the building during school hours.

Consequences ranging from a warning to an out-of building suspension of up to 10 days.

SEXUAL HARASSMENT

Board Policy 7:20

Sexual harassment of students is prohibited on school property, at school events, or on the school bus. An employee, district agent, or student engages in sexual harassment whenever he/she makes unwelcome sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex that:

1. Denies or limits the provision of education aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status, or
2. Has the purpose or effect of:
 - a. Substantially interfering with a student's educational environment;
 - b. Creating an intimidating, hostile, or offensive educational environment;
 - c. Depriving a student of educational aid, benefits, services, or treatment; or
 - d. Making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

Students, who believe they are victims of sexual harassment, or have witnessed sexual harassment, are encouraged to discuss the matter with the Building Principal, Assistant Principal, or Dean of Students, as well as the district Nondiscrimination Coordinator or Grievance Complaint Manager, which is in compliance with Board Policy 7:20 (available on www.mchs.net or at the District Administrative Center).

An allegation that one student was sexually harassed by another student shall be referred to the Building Principal, Assistant Principal, or Dean of Students for appropriate action.

Any student of the District who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the District's discipline policy. Police referral.

Any student making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including suspension and expulsion. Police referral.

STEALING/BREAKING, ENTERING, TAKING OR POSSESSING THE SCHOOL'S OR ANOTHER'S PROPERTY WITHOUT PERMISSION, INCLUDING BEING AN ACCOMPLICE

Board Policy 7:190 – #10

Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property is prohibited.

Theft/possession/causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property is not allowed.

If an item is found it should be turned in to the "Lost and Found" located in the main office at each campus. A student in possession of another's property without their permission is prohibited and may result in a disciplinary consequence.

The consequences for these acts will depend upon the extent of the theft/possession of stolen goods. Disciplinary action can range from restitution within ten (10) days of the offense, Saturday Detentions and Out-of-Building Suspension to recommendation for expulsion. Police referral based on investigation.

Students should follow the procedure below if they have had anything stolen:

1. If in class report it immediately to their teacher.
2. Complete a student statement form and a stolen/lost property report found in the Deans' office.
3. School officials then refer the matter to the Police.
4. Students should periodically check the lost and found in the main office and/or follow-up with the Dean and police.

TARDINESS TO CLASS

A student **arriving LATE** but within 10 minutes after the tardy bell should go directly to class. The teachers and Deans' will track the number of tardies for each student. Tardies will be tracked cumulatively for all classes and will reset at the beginning of the 2nd semester. The student may have a parent/guardian call the school to explain the reason for the student's late arrival. It is the Deans' decision whether the reason for tardiness is excused or unexcused. This phone call should be received **by 9:00 A.M.** the same day.

First and Second tardy - Warning

Third, Fourth, and Fifth tardy – One Hour Detention

Sixth and Seventh tardy – Two Hour Detention & Placement on the No-Pass List

Eighth, and each successive tardy – Four Hour Detention & Placement on the No-Pass List

THROWING OBJECTS

Throwing objects on school grounds is not allowed.

Disciplinary action may range from a warning to out-of-building suspension. However, expulsion may be recommended if warranted.

TOBACCO

Board Policy 7:190 - # 1

Using, possessing, distributing, purchasing, or selling tobacco materials are prohibited.

Students are not allowed to possess, use, distribute, purchase, or sell tobacco during the school day from the time they arrive in the morning until they leave at the end of the day, and at any extra-curricular activities on or off school property. This includes any time a student is riding on the school bus. Cigarettes, smokeless tobacco, nicotine patch or gum, e-cigarettes, vaping devices/materials, and look-a-likes are treated the same.

First offense - Confiscation of materials; Out-of-Building Suspension one (1) day; referral to the registered nurse; an ordinance violation ticket may be issued; automatic police referral; placed on hall pass restriction. Parent/guardian conference.

Subsequent offenses - Confiscation of materials; Out-of-Building Suspension one (1) to three (3) days; referral to the registered nurse; automatic police referral; an ordinance violation ticket may be issued; placed on hall pass restriction. Parent/guardian conference.

TRUANCIES

Board Policy 7:190 - # 11

Being absent without a recognized excuse is prohibited. State law and Board policy on truancy control will be used with chronic and habitual truants.

Any student arriving more than 10 minutes late to any class period will receive a discipline consequence. (Also refer to Truancy Prevention Initiative)

Both Minooka Community High School Campuses are considered to be Closed Campuses. All students are to report to their designated areas when scheduled and are to remain in school until dismissed at their scheduled end of the school day. Students are not permitted to leave campus during their lunch periods.

Any student who is absent, without a recognized excuse, for 11-90 minutes will be dealt with in the following manner:

Infraction

Consequence

First – Second

Two-Hour Detention & Possible Placement on No Pass List

Third – Fifth

Two-Hour Detention / Possible No Pass List & Social Suspension

Sixth +

Four-Hour Detention / Possible No Pass List & Social Suspension

* Any infraction after the sixth will receive a Four-Hour Detention and the length of the social suspension will reset to 4 weeks.

Any student who is absent, without a recognized excuse, for more than 90 minutes will be dealt with in the following manner:

Infraction

Consequence

First

SSC & One (1) week social suspension

Second

SSC & Two (2) week social suspension

Third +

SSC/Four (4) week social suspension/possible parking pass revoked

* Any infraction after the third will receive an SSC and the length of the social suspension will reset to Four (4) weeks.

Multiple Days - Two (2) days Student Support Center, reminder of Drop Policy; parent notification, SST referral, and an ordinance violation ticket may be issued, police referral, if applicable, removal of parking privileges.

A student that accrues more than three (3) unexcused absences in a school year they will be required to surrender their parking permit to the Dean. They will not be eligible for a refund of the money paid for the parking permit.

If a student reaches "Chronic Truancy" status (5% of the previous 180 regular attendance days), that student will be recommended to the Board of Education for expulsion (gross disobedience). If the student is under 17 years of age, he-she may be referred to Juvenile Probation and the parents referred to appropriate legal authorities. Truancies are unexcused absences. Work may be made up but no credit will be given.

VANDALISM

Board Policy 7:170

The Board will seek restitution from students and their parent(s)/guardian(s) for vandalism or other student acts which cause damage to school property.

Defacing, destroying or vandalizing of school property of any kind including but not limited to graffiti is not allowed.

First offense - Restitution within ten (10) days of the offense; other disciplinary action can range from police involvement, detentions, Saturday Detentions, Out-of-Building Suspension to recommendation for Expulsion.

Second and any subsequent offense - Possible recommendation for Expulsion; Final Warning; Police referral.

VEHICLES/ PARKING

Students will not be sold a parking permit if they still owe previous school fees and/or need to meet any previous school obligations.

Students who use cars or other motor vehicles for transportation to and from school are not allowed to drive from one campus to the other during school hours and are expected to comply with the following school regulations:

- Parking permits can only be purchased from the Dean's office. There is to be no student-to-student transfer of parking permits. Failure to comply with this regulation could result in the dean's office revoking your permit and you will not be eligible for a refund of the money paid for the parking permit.
- * GAVC students will not be sold a parking permit if they still owe previous school fees and/or need to meet any previous school obligations.
- Should there be any parking permits left, Junior students, who have completed and turned in a parking permit application will be eligible to purchase a permit. Juniors who are eligible by the Secretary of State to acquire an Illinois driver's license, after completing the nine (9) month permit phase, issued prior to August 12th of the current school year, and can provide a valid drivers license will be eligible to complete an application. Juniors may begin turning in completed parking permit applications, to the Deans' Office at the beginning of Senior class parking permit sales. All applications that are collected during this week will be entered into a junior lottery to determine placement on the junior waiting list. All Junior applications that are turned in after the first day of school will be placed on the Junior waiting list, in the order that they are received. Senior students who transfer into our district will be placed at the top of the waiting list
- A student that accrues more than three (3) unexcused absences in a school year, or 8 tardies in one semester, may be required to surrender their parking permit to the dean. They will not be eligible for a refund of the money paid for the parking permit.
- Any student parking in a Visitors Parking spot or in faculty lot behind the school without prior authorization will be fined \$15.00. The fine money collected will be contributed to the repair and upkeep of the parking lots.
- Failure to comply with these regulations will result in a police citation, forfeiture of driving privileges, or both, and other discipline measures, if the circumstances warrant.

The consequences for violation of these parking rules and regulations will be as follows:

First offense – One two (2) hour detention, inform parents and SRO to explain future consequences.

Second offense - One four (4) hour Saturday detention, inform parents and SRO to explain future consequences.

Third offenses – If student has a parking permit he /she will receive a four (4) hour Saturday, forfeit his parking permit with no refund, inform parents and SRO to explain future consequences.

If student does not have a parking permit the SRO will be given the documentation from the previous infractions and the car will be towed at owners expense.

Fourth and subsequent offenses: The student will forfeit the parking permit with no refund and the SRO will be given the documentation from the previous infractions and the car will be towed at owner's expense.

To Parents and Students who park on school campus:

- The student must have a valid license at the time of purchase as well as throughout the school year in order to retain their permit.
- All vehicles must be registered with the school and display a MCHS parking permit. The cost for the vehicle registration and parking permit is \$150.00. Replacement cost for lost permits will be \$5.00 with subsequent increases for additional replacements.
- Students are not allowed to park in reserved or visitor marked parking spaces. Students must also obey all speed limit signs and other posted traffic or parking rules.
- Students are to vacate vehicles immediately upon arrival. Loitering in the parking lot before or after school is prohibited.
- Vehicles can only be driven during school hours with administrative approval.
- Students must observe the traffic laws and ordinances of the State of Illinois and the Village of Minooka. Carrying passengers on the exterior of vehicles, overloading vehicles, speeding or reckless driving, etc. is not allowed. Your signature on the acknowledgement page of this handbook verifies that you realize that per the State of Illinois Rules of the Road, the speed limit in an unmarked parking lot is 5 MPH and it will be enforced.
- **CONSENT TO SEARCH:** All vehicles are subject to search and inspection by designated school personnel if deemed necessary by the administration. This applies whether or not a parking permit has been purchased.
- School buses have the right of way when departing and arriving on school grounds. Students must wait for buses.
- Parking will be limited to senior and junior students only.
- Only school appropriate displays will be permitted on vehicles in the school parking lot.
- The parking permit is to be returned to the dean's office if a student, drops or transfers, is expelled or placed in an alternative setting. None of these situations will warrant a student being eligible for a refund of the money paid for the parking permit except for a student who graduates early.
- * Any guest, visitor, or students' car is subject to search upon entering school property. This search may be done utilizing specially trained dogs.

VERBAL OR WRITTEN VULGAR/OBSCENE/ THREATENING BEHAVIOR/LANGUAGE/ GESTURES TO A STAFF MEMBER/SCHOOL BOARD MEMBER

Board Policy 7:20

Vulgar, obscene, or threatening language, drawings, illustrations, gestures or materials, whether in verbal, written, or computer form, i.e. Internet web pages, social media posts and any other kind of propaganda, are not allowed on or off (if reasonably related to school) school property.

First offense - Out-of-Building Suspension pending administrative action. Suspension may be up to ten (10) days; parent conference before student can return to school; police referral; possible recommendation for Expulsion; Final Warning (until graduation).

Second and any subsequent offense - Ten (10) days Out-of-Building Suspension; recommendation for Expulsion; Police referral

For the student's safety and the safety of the staff and the other students a documented threat assessment from a licensed provider designated by the school may be required, if deemed necessary by the Student Service team and/or the Administration, before the student will be allowed to return to school.

VULGAR, OBSCENE, THREATENING BEHAVIOR/LANGUAGE/ GESTURES IN THE SCHOOL BUILDING

Vulgar, obscene, or threatening language, drawings, illustrations, gestures, or materials, whether in verbal, written, or computer form, i.e. Internet web pages, social media posts and any other kind of propaganda, are not allowed on or off school property and at any school sponsored event on or off (if reasonably related to school) school property and at any school sponsored event on or off campus.

Disciplinary action may range from warning to Out-of-Building Suspension and may include parent conference and/or Final Warning, possible recommendation for expulsion.

For the student's safety and the safety of the staff and the other students a documented threat assessment from a licensed provider designated by the school may be required, if deemed necessary by the Student Service team and/or the Administration, before the student will be allowed to return to school.

WEAPONS

Board Policy 7:190

A student, who uses, possesses, controls, or transfers a weapon, or any object that can reasonably be considered, or looks like, a weapon, may be expelled for at least one calendar year, but no more than 2 calendar years. A "weapon" means possession, use, control, or transfer of (1)any gun, rifle, shotgun, a weapon as defined by Section 921 of title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code, (2)any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, billy clubs, or (3)"look-a- likes" of any weapon as defined above. Any item, such as a baseball bat, pipe, bottle, lock, stick pencil, and pen is considered to be a weapon if used or attempted to be used to cause bodily harm.

The possession, use, control or transfer of any razor blades, knives, guns, (including but not limited to, look-a-like guns, BB guns, pellet guns, air soft guns and/or paint ball guns) explosives, firearms or other weapons or dangerous instruments are prohibited on school buses, in school buildings, and on school grounds, and at any school-sponsored activity or event, and at any activity or event which bears a reasonable relationship to school.

Based on a deans' investigation an Out-of-Building Suspension up to ten (10) days; possible placement in an alternative learning environment; possible recommendation for Expulsion; police referral; Parent/ guardian conference. Furthermore, criminal charges may be pressed.



STUDENT/PARENT ATHLETIC HANDBOOK

Minooka Community High School is a member of the Illinois High School Association (IHSA), based in Bloomington, Illinois.

MCHS ATHLETIC MISSION STATEMENT

It is the responsibility of MCHS students, staff, and community to create an environment for athletics that promotes sportsmanship and a strong work ethic with an emphasis on team first, through the guidance of the coaching staff.

SPORTSMANSHIP MISSION STATEMENT

Good sportsmanship is the attitude and behavior that exemplifies positive support for the interscholastic programs of IHSA member schools, as well as for the individuals who participate in such programs. People involved in all facets of the interscholastic program are expected to demonstrate respect for others and display good sportsmanship.

SPORTSMANSHIP IS EVERYBODY'S RESPONSIBILITY

Sportsmanship starts on the court or athletic field and extends into the bleachers and beyond. In today's increasingly competitive environment, the thrill of victory and the agony of defeat seem to be more intensified than ever before. It is important to raise the public awareness of sportsmanship and interscholastic activities. It is everyone's responsibility to practice good sportsmanship. Recognizing the efforts by students, coaches, administrators, spirit groups, and fans is a valuable part of the interscholastic experience.

MINOOKA COMMUNITY HIGH SCHOOL ATHLETIC DEPARTMENT SLOGAN "WORK TOGETHER WIN TOGETHER" SPORT A WINNING ATTITUDE (THE SPORTING CREED)

The Participant . . .

1. Lives clean and plays hard. Plays for the love of the game.
2. Wins without boasting, loses without excuses, and never quits.
3. Respects officials and accepts their decisions without question.
4. Never forgets that he/she represents his/her school.

The Coach . . .

1. Inspires in his/her athletes a love for the game and the desire to win.
2. Teaches them that it is better to lose fairly than to win unfairly.
3. Leads players and spectators to respect officials by setting a good example.
4. Is the type of person he/she wants athletes to be.

The Spectator . . .

1. Acknowledges the efforts of participants involved in interscholastic activities.
2. Respects officials, players, and coaches of all teams, and treats them courteously.
3. Always demonstrates behavior that is conducive to good sportsmanship.
4. Never forgets that he/she also represents the school.

ATHLETIC PHILOSOPHY

A broad and varied program of interscholastic athletics, that meets the needs of our students. Participation in athletic programs will provide athletes with the opportunity to develop their skills in the areas of sportsmanship, teamwork, dedication, loyalty, work ethic, character, commitment, and responsibility. The administration and coaching staff will provide an environment that is conducive to the development of these skills.

GENERAL PROVISIONS

1. Participation in athletics is a privilege, not a right. This privilege carries with it responsibilities to one's community, school, team, and coaches.
2. As representatives of the school, athletes are expected to exhibit good sportsmanship and ethical behavior at all times.
3. Athletes must meet all academic and behavioral guidelines in order to participate.
4. Athletes are encouraged to participate in multiple school-sponsored activities (i.e. other athletics, band, FFA, Speech, etc.).
5. Athletes are expected to follow the guidelines and team rules provided by the head coach.

ATHLETIC CODE OF CONDUCT

1. Athletes are representatives of their school and community. Their conduct must reflect this responsibility before, during, and after contests.
2. Athletes are to conduct themselves in a sportsmanlike manner at all times. Be humble in victory and gracious in defeat. Good sportsmanship is a prime objective at Minooka Community High School and is expected of its participants.
3. Players must abide by the decisions of the game officials who are charged with administering the contest.
4. Players are to respect the talent and efforts of opposing players and coaches. Any disrespect shown to opposing players and coaches is inappropriate and will not be tolerated.
5. Control your emotions. Develop good attitudes and character. Use your energies to develop your ability and your team. Keep your cool when players' and fans' emotions are high.
6. Racial and ethnic prejudice have NO place in competitive athletics. Respect your fellow athletes for themselves and not according to race, creed or religious belief.
7. It is the responsibility of Minooka Community High School players, coaches, athletic director, and principal to ensure that their code is in effect at their school.

SPECTATOR CODE OF CONDUCT

All spectators, adults and students, are to respect the talents and efforts put forth by the players and coaches of all teams. This courtesy will also be extended to all game officials. Furthermore, spectators are to treat school representatives and other spectators with dignity and respect. Any actions that are counterproductive to these expectations are inappropriate and will not be tolerated. Spectators not conducting themselves appropriately will be subject to any of following actions, depending on the severity of the incident:

1. The spectator may be asked by any school representative to refrain from further inappropriate actions.
2. The spectator may be asked by any school representative to leave an athletic event. Should a spectator refuse to leave when requested, local law enforcement agencies will be contacted for assistance. Once a spectator has been removed from an athletic event, the Athletic Director will hold a conference with the spectator to resolve the issue.
3. Severe or repeated offenses may result in the Athletic Director's requesting a "No Trespassing" letter from the Superintendent and/or the contacting of local law enforcement officials.

ATHLETIC ELIGIBILITY

Every student interested in the interscholastic athletic programs must be in strict compliance with the IHSA, Southwest Prairie Conference, and Minooka Community High School District eligibility requirements.

IHSA ELIGIBILITY RULES

This summary is for the purpose of assisting in the understanding of IHSA Bylaws and Policies. In case of a conflict between this publication and the constitution and by-laws of the IHSA, the constitution and by-laws shall control.

Key Provisions Regarding IHSA Rules Eligibility Rules

When you become a member of an interscholastic team at your high school, you will find that both your school and the IHSA will have rules you must follow in order to be eligible for interscholastic participation. The IHSA's rules have been adopted by the high schools which are members of IHSA as part of the Association's constitution and bylaws. They must be followed as minimum standards for all interscholastic athletic competition in any member high school. Your high school may have additional requirements, but they may not be less stringent than these statewide minimums.

The principal/official representative of your school is responsible to see that only eligible students represent the school in interscholastic competition. Any question concerning your eligibility should be referred to your principal/official representative, who has a complete copy of all IHSA eligibility rules, including the Association's due process procedure. Only the IHSA Executive Director is authorized to make formal rulings on eligibility, so if your principal/official representative has questions or wishes assistance in answering your questions, the principal/official representative should contact the IHSA Office.

Information contained here highlights some of the most important features of the IHSA by-laws regarding interscholastic eligibility. It is designed to make you aware of major requirements you must meet to be eligible to compete in interscholastic competition. The information here is only a general description of major by-law provisions and does not contain the statement of the by-laws in their entirety. You can review the by-laws at www.ihsa.org.

You may lose eligibility for interscholastic competition if you are not in compliance with IHSA by-laws. Remember, if you have any questions regarding IHSA rules, please contact your principal/official representative.

1. Attendance

- A. You may represent only the school you attend. Participation on a cooperative team of which your school is a member is acceptable.
- B. You must be enrolled and attending classes in your high school no later than the beginning of the 11th school day of the semester.
- C. If you attend school for ten (10) or more days during any one semester it will count as one of the eight (8) semesters of high school attendance during which you may possibly have eligibility.
- D. If you have a lapse in school connection for ten (10) or more consecutive school days during a semester, you are subject to ineligibility for the rest of the semester. The specific terms of your extended absence must be reviewed by the Executive Director to determine if it is "lapse in school connection" or not.

2. Scholastic Standing:

- A. You must pass twenty-five (25) credit hours of high school work per week. Generally, twenty-five (25) credit hours is the equivalent of five (5) .5 credit courses (2.5 full credits).
- B. You must have passed and received credit toward graduation for twenty-five (25) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester.

3. Residence

Your eligibility is dependent on the location of the residence where you live full time with your parents, parent who has been assigned custody by the court, or court appointed legal guardian. You may be eligible if you are entering high school as a freshman and:

- A. You attend the public high school in the district in which you live full time with both of your parents, custodial parent or court appointed guardian; or
- B. In the case of a multiple school district, you attend the public high school in the attendance area where you live full time with your parents, custodial parent or court appointed guardian; or
- C. You have paid tuition to attend a public school for a minimum of 7th and 8th grades in a district other than the one where you live with your parents, custodial parent or court appointed guardian and you continue to pay tuition as a high school student in that same district; or
- D. You attend a private/parochial school located within the boundaries of the public school district where you live with your parents, custodial parent or court appointed guardian; or

- E. You attend a private/parochial high school and have attended a private/parochial school for 7th and 8th grades, or for any four (4) grades from kindergarten through eighth grades; or
- F. You attend the private/parochial high school which one or both of your parents attended; or
- G. You attend a private/parochial high school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian.

4. Transfer

- A. In all transfer cases, both the principal of the school from which you transfer and the principal of the school into which you transfer must concur with the transfer in writing on a form provided by the IHSA Office. You cannot be eligible when you transfer until this form is fully executed and on file in the school office.
- B. If you transfer after classes begin for the current school term, you will definitely be ineligible for thirty days from the date you start attending classes at the new high school. In addition, you will be ineligible for that entire school term in any sport in which you engaged in any team activity, including but not limited to tryouts, drills, physical practice sessions, team meetings, playing in a contest, etc. at the school from which you transferred. For example, if you were out for cross country at the school from which you transfer and transfer after classes have started for the school term, you will be ineligible for cross country that entire school term at the new school.
- C. If you transfer attendance from one high school to another high school, you will be ineligible unless:
 - 1. Your transfer is in conjunction with a change in residence by both you and your parents, custodial parent or court appointed guardian from one public school district to a different public school district;
 - 2. Your transfer is between high schools within a public school district and both you and your parents, custodial parent or court appointed guardian change residence to the district attendance area for the school to which you transfer;
 - 3. Your parents are divorced or legally separated; you transfer to a new school in conjunction with a modification or other change in legal custody between your parents by action of a judge; and required court documents are on file at the school into which you transfer;D. If you transfer in conjunction with a change in legal guardianship, a ruling on your eligibility must be obtained from the IHSA Office.
- E. If you transfer attendance from one school to another while you are ineligible for any reason, the period of ineligibility imposed prior to your transfer or the period of ineligibility that would have been imposed had you stayed at the school, will be enforced at the school to which you transfer, even if you are otherwise in compliance with the by-laws.
- F. Any questions about your eligibility in any of these instances must be resolved by a formal ruling from the IHSA Executive Director.
- G. In all other transfer situations, a ruling by the IHSA Executive Director is necessary to determine your eligibility. This ruling must be obtained in writing by the principal/official representative of the school into which you transfer before you participate in an interscholastic athletic contest.

5. Age

You will become ineligible on the date you become twenty (20) years of age, unless your twentieth (20th) birthday occurs during a sport season. In that case, you will become ineligible in regard to age at the beginning of the sport season during which your twentieth (20th) birthday occurs.

6. Physical Examination

You must annually have placed on file with your principal/official representative a certificate of physical fitness, signed by a licensed physician, physician's assistant or nurse practitioner in order to practice or participate. Your physical examination is good for 395 days from the date of the exam. The physician's report must be on file with your high school principal/official representative.

7. Amateur Status

- A. If you win or place in actual competition, you may accept a medal or trophy for that accomplishment, without limit to its cost. Your school may provide IHSA state champions with championship rings/mementoes.
- B. For participating in competition in an interscholastic sport, or for athletic honors or recognition in a sport, you may receive any type of award (except cash, check or legal tender) that does not exceed \$75 fair market value. There is no limitation on the value of your school letter.
- C. The amateur rule does not prohibit you from being paid to referee, receiving pay for teaching lessons or coaching in a little kids league, etc. It only applies to your own competition in an athletic contest.
- D. If you violate the amateur rule, you become ineligible in the sport in which you violate. You must be reinstated by the Executive Director before you may compete again.

8. Recruiting of Athletes

- A. The by-laws prohibit recruiting of high school students for athletics. If you are solicited to enroll in or transfer to a school to participate in athletics, you are being illegally recruited and your eligibility is in jeopardy.
- B. You will lose your eligibility if you enroll in or transfer to a school in response to recruiting efforts by any person or group of persons, connected with or not connected with the school, related to athletic participation.
- C. You will lose your eligibility if you receive special benefits or privileges as a prospective student-athlete which are not uniformly made available to all students who attend your school.
- D. You may not receive an "athletic scholarship" or any other special benefit from your school because you participate in athletics.
- E. It is a violation for any student-athlete to receive or be offered remuneration or any special inducement which is not made available to all applicants who apply to or enroll in the school.
- F. It is also a violation to induce or attempt to induce or encourage any prospective student to attend any member school for the purpose of participating in athletics, even when special remuneration or inducement is not given. Please remember that you may not be offered or receive any benefit, service, privilege or opportunity which is not also provided or made available to all prospective students at that school.

Note: If you are interested in finding out more information about a school, contact the principal/official representative or an administrator at the school, not a member of the coaching staff.

9. School Team Sports Seasons

- A. Each sport conducted by IHSA member schools has a starting and ending date. Your school may not organize a team, begin practice or participate in contests in a given sport until the authorized starting date. Your school may not continue to practice or participate in contests after the authorized ending date. This means that:
 - 1. During the school year, you may not participate on a non-school team coached by any member of your school's coaching staff unless it meets specific criteria established by the by-laws.
 - 2. No school coach may require you to participate in an out-of-season sport program as a requirement for being a member of a school team.
- B. Violation of the sport season by-laws will result in penalty to you and/or to your school's coaching personnel.

10. Playing in Non-School Competition

- A. During the time you are participating on a school team in a sport at your high school, you may neither play on a non-school team nor compete in non-school competition as an individual in that same sport or in any skill of that sport.
- B. If you participate in non-school competition during a sport season and subsequently wish to join the school team in the same sport, you will not be eligible.

- C. If you wish to participate in a competition sanctioned by the National Governing Body, or its official Illinois affiliate for the sport, your principal/official representative must request approval in writing from the IHSA Office prior to any such participation.
- D. You may try out for a non-school team while you are on your school's team in that same sport, but you may not practice, receive instruction, participate in workouts, or participate in competition with a non-school team in that same sport until you cease being a member of your school's team. You cease being a member of your school's team when the team(s) of which you are a member terminates for the school term.
- E. You will become ineligible if you participate on, practice with or compete against any junior college, college or university team during your high school career.

11. All-Star Participation

- A. After you have completed your high school eligibility in the sport of football, basketball, soccer or volleyball, you may participate in three (3) all-star contests in any of these sports and still play for other school teams, provided the high school season in that sport has been completed. You may lose your eligibility for other interscholastic sports if you play in all-star competition in any of these sports under any other conditions.
- B. You are not restricted from participating in all-star competition in sports other than football, basketball soccer or volleyball, except that you may not do so during the school season for the sport.

12. Misbehavior During Contests

- A. If you violate the ethics of competition or the principles of good sportsmanship, you may be barred from interscholastic athletic contests, either as a participant or spectator or both.
- B. If you are ejected from a contest for unsportsmanlike conduct, you will be ineligible for your team's next contest. You are also subject to other penalties.

THE COMPLETE SET OF IHSA BY-LAWS AND POLICIES IS AVAILABLE AT WWW.IHSA.ORG

ELIGIBILITY CLEARANCE PROCEDURE

To check the eligibility of each student interested in participating in the school's interscholastic athletic program, each interested student must clear the eligibility clearance procedure that has been developed for the Minooka Community High School District. To do so, the interested student must:

- 1. Complete the online participation form accessible at <http://mchs.revtrak.net/tek9.asp?pg=AthleticFormsF>. A receipt will generate when you have completed all the steps. Board Policy #7:300 states that Athletes, Arrowettes, and Cheerleaders must provide verification of insurance coverage in order to participate.
- 2. All student-athletes must have a current physical on file in the school nurse's office. Every physical must have been performed within 13 months to be current. Freshman students may use their freshman entrance physical examination toward their requirement. Sophomore, junior and senior students must turn in a completed IHSA physical form to the athletic office. These forms are available in the Athletic Director's office.
- 3. When the student has correctly completed steps one and two of the eligibility clearance procedure, he/she may try out for the team. **STUDENTS WILL NOT BE ALLOWED TO BEGIN PRACTICE WITHOUT COMPLETING STEPS 1 & 2.**
- 4. After the student has submitted all necessary documentation, the Athletic Director will rule on the student's eligibility.

MAINTAINING ELIGIBILITY

Once a student is declared eligible, it is the student's responsibility to maintain eligibility.

ATTENDANCE ELIGIBILITY

A student must be in school the day of practice or an athletic event, or have an excused absence.

ACADEMIC ELIGIBILITY

School Board Policy No. 7.245 requires that each student attain a 1.5 grade point average at the end of each semester, to be eligible for participation in athletics. Any student who fails to meet the aforesaid requirement will be suspended from further participation until the student attains an overall grade point average of 1.5 in a subsequent term/semester.

Student-athletes must also meet the additional eligibility requirements imposed by the I.H.S.A. In order to maintain eligibility from one semester to the next requires students to be doing passing work in 25 credit hours of high school work per week. In order to maintain eligibility, except incoming freshman, athletes must have received credit for passing work in 25 credit hours of high school work the previous semester. The weekly eligibility will be checked on the last school day of each week. Students not meeting the weekly requirements will be ineligible for one calendar week starting the following Monday.

INTERSCHOLASTIC ATHLETICS

Minooka Community High School is a member of the Illinois High School Association and the Southwest Prairie Conference. Students are encouraged to participate in interscholastic athletics. Participation is subject to both academics and IHSA eligibility requirements.

For further information contact the Athletic Director, at **467-2140, Ext.5120**.

Minooka Community High School Athletic Handbook lists the specific policies, descriptions and principles on which the athletic program is based. Athletes are referred to this handbook for additional information.

The following sports will be offered:

Fall Sports

Boys Cross Country
Boys Golf
Boys Soccer
Football
Girls Cross Country
Girls Tennis
Girls Volleyball
Girls Golf
Cheerleading
Pom Poms (Arrowettes)

Spring Sports

Boys Baseball
Boys Tennis
Boys Track
Boys Volleyball
Girls Softball
Girls Track
Girls Soccer
*Lacrosse

Winter Sports

Boys Basketball
Girls Basketball
Girls Bowling
Boys Bowling
Wrestling

* Under the IHSA guidelines Lacrosse is considered an emerging sport. The definition of an emerging sport is any sport for which IHSA does not conduct a state tournament series and which a member school elects to sponsor as either a sport under the auspices of its athletic administration or as a club or other informal sports activity shall be considered an emerging sport.

SPECIFIC DISCIPLINARY GUIDELINES

The following rules and consequences are general guidelines only. No list of rules can be all - inclusive. Student-athletes will be subject to disciplinary action anytime their behavior is disruptive, illegal or inconsiderate of others. Furthermore, the specific consequences listed below may be modified at the discretion of the administration.

STUDENT-ATHLETE DISCIPLINARY CODE

Students are reminded that participation in athletics is a privilege and entered into on a voluntary basis. Athletes are expected to act appropriately both in and out of school, as well as in and out of season. A student-athlete will be subject to disciplinary action during the school year or athletic season (whichever is longer) when he or she commits any of the following:

- a. Severe violation of the MCHS Student Handbook Disciplinary Code.
- b. Use and/or possession of tobacco, drugs or alcohol.
- c. Being in attendance where there is illegal use or possession of drugs or alcohol.
- d. Theft or vandalism of personal or school property.
- e. Acts of unsportsmanlike conduct, in any form, both in and out of school.
- f. Violation of any handbook or team guidelines, rules or policies.
- g. Falsification of signatures on any athletic form.

The conduct listed above reflects negatively upon the athlete's school and community, and has a negative impact on the student's athletic performance, the school's athletic program and the purposes of the Student-Athletic Disciplinary Code.

THE ATHLETIC HANDBOOK POLICIES

The parts of the Athletic Handbook are in effect from the day you enroll at Minooka Community High School until the day you graduate or the team you are a member of finishes the I.H.S.A. state series.

SUPPORT SERVICES

Students, and/or parents that have a concern about drug and/or alcohol use are urged to take advantage of the student services available through the high school. Counselors are available at all time as a resource for these issues. If so desired, counselors may also refer to outside agencies. All information shared with counselors is strictly confidential and not used as a basis for reprimand.

STUDENT-ATHLETE DISCIPLINARY ACTION

A student accused of a violation will be informed of the charge and given an opportunity to respond. Any student found to be in violation of the Student-Athlete Disciplinary Code is subject to disciplinary action.

Penalties for violations of the above disciplinary code may be carried over from one sport season to another or from one year to the next. If a violation occurs out of season, the penalty will begin at the start of the athlete's next season. Student-athletes must successfully complete the current season for the penalty to count. Failure to complete the season will result in the penalty being served in the athlete's next season. Student-athletes are expected to attend all practices and games while serving a suspension that will end before the conclusion of the season. Student-athletes serving a Level year suspension will not be allowed to participate with any athletic team until the season their suspension ends. If a student-athlete's suspension ends during an upcoming season, the student-athlete will be allowed to try out in that season.

PROBATION

Probation is a warning to a student-athlete that any further violations of the student-athlete disciplinary code will result in some type of an athletic suspension. Probation lasts for one calendar year from the date of occurrence. The following actions will cause a student-athlete to be placed on probation, in addition to any other discipline that may be imposed:

- Falsification of signatures on any athletic form.
- Being in attendance where there is illegal use or possession of drugs or alcohol, if the student can supply documented evidence that he or she was not using drugs or alcohol.
- Other misconduct, at the discretion of the administration.

SUSPENSION

Level One

A Level One violation will result in loss of 20% of the regular season dates. The following are Level One violations:

- Severe violations of the MCHS student handbook disciplinary code.
- Repeated or serious acts of unsportsmanlike conduct.
- Theft or vandalism of personal or school property.
- Any use of tobacco products.
- When an athlete has received probation for a second time.

Level Two

The following are Level Two violations:

- An athlete is assigned the Level Two consequence when they have violated a Level One incident for the second time.
- A Level Two violation will result in a one calendar year suspension from the date of occurrence.
- Use and/or possession of drugs or alcohol on or off school grounds. This includes school-sponsored transportation to and from away events.

If the violation is related to alcohol or drugs and the athlete enrolls and successfully completes an alcohol or substance abuse education program approved by the Athletic Director, the suspension can be reduced to 50% of the regular season. If the student fails to complete, attend, or choose to not take the education option, they will then be suspended for one calendar year. If a Level Two consequence is given a second time to a student/athlete, there will be no reduction in the calendar year suspension.

IHSA Steroid Testing Policy

In January 2008, the Illinois High School Association's Board of Directors approved a plan developed by the IHSA Sports Medicine Advisory Committee to implement random testing for steroids and performance-enhancing dietary supplements of team and individuals qualifying for state final competition.

Beginning with the 2008-09 school term, any student-athlete who test positive for substances from the association's banned drug classes, without written permission by a licensed physician to treat a medical condition, is subject to IHSA penalties, including ineligibility from competition.

Parents and Athletes will be required each school year by the IHSA to sign a "Consent to Random Testing" form. The IHSA requires that the signed consent form must be on file prior to participating in an IHSA state series competition. For convenience, the consent form has been incorporated into the IHSA physical form. Additional consent forms will also be available on the website and in the Athletic Office.

IHSA Concussion Information

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a "ding" or a bump on the head can be serious. You can't see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

GENERAL INFORMATION

Squad Selection

1. Selection of team members to a squad/team is the responsibility of the coach.
2. The procedure for selecting team members for each sport will be announced by the coach prior to making team selections.

Playing Time

Participation does not guarantee playing time. Playing time is determined by the coaching staff.

Limitation of Activities

Athletes may compete in only one sport per season. Exceptions will be granted only with approval of the two head coaches involved and the Athletic Director.

Injuries

Minooka Community High School (MCHS) has a certified athletic trainer on staff to help with injury diagnosis and treatment. Athletes should report all injuries and illnesses, no matter how minor in nature to the coach immediately. The coach will refer all appropriate injuries and illnesses to the athletic trainer. The athletic trainer will determine the best course of action to protect the athlete and hasten his/her return to the team. Any athlete who is examined by a physician and the physician states they cannot participate must have a signed release from a physician before the athlete can return to practice or competition. Athletes at MCHS can be treated for most common sports injuries, which save the family travel, time and money. Please refer to the athletic training policies on the web site www.mchs.net

Athletes Changing Sports in Season

No athlete removed from or who removes him/herself from an athletic team will be permitted to begin practice in another sport, open gym or any other conditioning program offered at MCHS until the final regular season contest has been played by the team on which he/she was involved, unless special permission to do so has been granted, in writing, by the Head Varsity Coaches of two sports involved and the Athletic Director.

Practice

- a. Athletes are expected to attend all scheduled practices and athletic contests, unless prior excused clearance is given by the coach.
- b. Work hours must be scheduled around athletic practices and contests.

Appearance

Students who represent the school in interscholastic athletic competitions are expected to dress in a neat, respectable manner. Their actions and conduct are a direct reflection upon the overall quality of our athletic program and school. The coach or sponsor may establish rules regarding a particular dress style for their own squad.

Transportation

Participants in out-of-district extracurricular activities and events will be provided free transportation by the District to and from such events and will be expected to use such transportation, unless the parent or guardian is granted prior approval by the appropriate administration.

Any parent wishing to transport their child to and/or from a school sponsored out-of-district athletic event must contact the Athletic Director for approval. No school employee may transport students in school or private vehicles unless authorized by the administration.

Equipment/Uniforms

Students participating in athletics are responsible for the safe return of all equipment and uniforms issued to them. They are expected to keep their equipment clean and in good repair. Athletes should inspect all personal athletic equipment each day before practice. Athletes should inspect all equipment before practice each day. Unsafe equipment should be reported immediately to the coach. Athletes will not be allowed to receive awards or participate further in the athletic program until all equipment and uniforms are returned or paid for.

Off Season/Summer Programs

Athletes are encouraged to participate in any school sponsored athletic program that they enjoy and/or might help them in another sport. Also, athletes are encouraged to participate in a year round weight training program.

Athletes are encouraged to participate in summer camps for their sport(s). If there are conflicts with other high school sports, family commitments or work, these should be addressed on an individual basis with each head coach.

Coaches need to be sensitive to the family needs of each athlete, especially in the summer. Coaches must be willing to work with one another regarding an athlete's off-season time. Any conflicts that cannot be resolved regarding these issues should be brought to the attention of the Athletic Director.

Athletic Awards

The coach of each team recommends to the Athletic Director team members for the end-of-the-season awards. These awards are based on criteria established by the respective coach/program before the start of the season. The following procedures will govern the athletic award policy:

1. At the beginning of the athletic season, the team coach will establish specific criteria for the end-of-the-season awards and explain the criteria to their squad members.
2. An end-of-the-season athletic award program will be held.

Letters: Awarded once each year.

Varsity: Large orange "M" awarded to varsity letter winners based on coaches criteria, including managers.

Sophomore: Small orange "M" awarded to sophomore or freshman that play on sophomore teams, also managers.

Numerals: Awarded to all freshmen and given to athletes who participate for the first time. If athletes receive letters or numerals in the fall or winter, they do not get them again that year.

Certificates/Pins: Awarded to all members of team and managers.

Tri-Athlete Patches: Patch given in the spring to an athlete who was out for three sports and completed each season. This includes anyone who was out for cheerleading or pom poms, and also participated in a spring sport. This patch is awarded only once. After that they receive a year pin.

Scholar Athlete Certificate: Awarded to athletes who maintain a 3.5 or above cumulative grade point average.

To Parents of Student-Athletes

Please do not park along the curb by doors #25, #26, #27 and door #28 to pick up your student-athlete after practice or a game. This is an access road (emergency entrance) to the back parking lot and the back of the school. Please either park in the back parking lot by the stadium or the parking lot located in front of school.

ACTIVITIES HANDBOOK

ASSEMBLIES

Most assemblies are optional, but some may be mandatory, and the regular bell schedule may be altered. All the rules and regulations that are set forth in this handbook applies during every assembly. Students are informed that proper behavior is expected at all assemblies. If student behavior becomes disrespectful and/or inappropriate they will be removed from the assembly and disciplinary action may occur. In addition the entire assembly could be cancelled and all students will report back to class. Due to the GAVC schedule, students attending GAVC classes might not be able to attend all assemblies.

CLUBS/ORGANIZATIONS

This section of the handbook will describe the specific policies and principles in which the student activities are based. For specific club policy questions or information contact the faculty sponsor of the organization. MCHS clubs include a variety of Competition, Leadership and Community Service, Student Government Special Interest to Creative Arts options.

American Sign Language Club	Junior Class
Art Club	Kaleidoscope (Literary Magazine)
Aspiring Emergency Responders	Madrigals
Athletic Leadership Club	Math Team
Band	MCHS Book Club
Book Club	Minooka Anglers Club
Chess	Musical
Children's Theater	Orchesis
Choir	National Honor Society (NHS)
Colorguard	Orchesis
Comic Club	Peace Pipe Chatter (Newspaper)
Disc Golf	Photo Club
ESports	Ping Pong
Fall Play	Students Against Destructive Decisions
Film Club	Scholastic Bowl
Freshman Class	Science National Honor Society (SNHS)
Future Career & Community Leaders of America	Senior Class Committee
Future Farmers of America	Senior Mural
French NHS	Sign Language Club
Freshman Class Committee	Sophomore Class Committee
Game Club	Spanish National Honors Society
Indian Climbing Club	Speech
Indoor Percussion	Student Council
Interact Club (Rotary)	Technical Student Association (TSA)
International Club	Teens Activating the Language of Kindness
International Thespian (Drama)	Underwater Robotics
Investment Club	Winterguard
Judo Club	

CODE OF CONDUCT

Participation in club and activity organizations at MCHS is an extension of the curricular program and is a privilege thus carries certain expectations beyond the normal classroom situation. The goal of the Student Activities program is to offer a wide variety of service, performance, competition and special interest opportunities in which students may participate.

General Provisions:

1. Regularly attend school, practice and events.
2. Maintain academic eligibility as defined below.
3. Students must travel on school transportation for all events off campus.
4. Students are responsible for all equipment and or clothing issued for an activity and the return at the end of the season.
5. Students will adhere to all rules set forth in the student handbook not outlined here and display conduct that is respectful of persons and property at all times.
6. Forbid the use and /or possession of tobacco, drug or alcohol.

Disciplinary Action:

A student accused of a violation will be informed of the charge and given an opportunity to respond. Any student found to be in violation of the student activity Code of Conduct is subject to disciplinary action.

Probation:

Probation is a warning to the student that any further violations will result in a suspension from participating in the activity. Probation lasts for one calendar year from the date of occurrence.

1. Being in attendance where there is illegal use or possession of drugs or alcohol, if the student can supply documented evidence that he or she was not using drugs or alcohol.
2. Other misconduct, at the discretion of the administration.

If the violation is related to drugs, alcohol and controlled substances:

First offense: loss of participation for one calendar year from the date of occurrence. If the student enrolls and successfully completes an alcohol or substance abuse education program approved by the Activity Director, the suspension can be reduced by 50% of the school year or participation season. If the student fails to complete, attend or choose the education option, they will then be suspended for one calendar year from all extra curricular activities.

Extra-Curricular Activities Eligibility

Minooka Community High School requires that each student maintain an overall 1.5 grade point average at the end of each semester to be eligible for participation in any club or organization. Any student who fails to meet this requirement will be suspended from further participation until the student attains an overall grade point average of 1.5 in a subsequent quarter. Students should be aware that additional eligibility requirements would be imposed throughout the year. For example, if an extra curricular or co-curricular event falls under the I.H.S.A. requirements, the student's grades will be checked the week before the end week of the I.H.S.A. event. If the student does not meet these additional requirements, he/she will not participate in the I.H.S.A event. For participation in I.H.S.A. activities, students must pass at least 5 classes the semester prior to participation and maintain passing grades in 5 classes while involved in IHSA activities. Furthermore the specific consequences may be modified at the discretion of the administration. These policies and requirements are reviewed annually.

SOCIAL MEDIA POLICY

Student-athletes and student activity members are high-profile representatives of the Minooka Community School District, and their behavior is subject to scrutiny by their peers, the campus, community, and the media. The actions of a single student can reflect positively or negatively, not only on the individual student but also on his or her team, activity, coaches, the Athletics/Activity Department, and the entire school. Therefore, students are expected to represent themselves and MCHS with honor, dignity, and integrity at all times – including when interacting on social networking websites and in other online environments. The popularity of social networking websites (e.g., Snapchat, Twitter, Facebook, Vine, YouTube, Instagram, BlogSpot, etc.) has grown tremendously during the last few years. These websites can serve as valuable communication tools when used appropriately. The use of social media, however, has the potential to cause problems for both the student and the school environment. Almost anything a student posts on a social networking site may be viewed by others, and both the media and the general public are more likely to view the profiles of a student involved in athletics/activities than the profiles of other students.

The Athletics/Activities Department has developed this Student-Athlete/Activities Social Networking Guideline in order to:

- Provide recommendations and suggestions for students to help them use social media in a safe and responsible manner
- Outline important rules that students must follow when using social media

Important Suggestions & Recommendations Regarding Social Networking Sites

Some students mistakenly believe social networking websites have a veil of privacy about them and assume their profiles are viewed only by a close circle of friends and fellow students. To the contrary, the content on most of these sites is accessible by anyone in the general public unless security and privacy features are used. The public nature of these websites has created personal safety and personal welfare concerns. For example, students have been stalked or sexually harassed and assaulted as a result of their Twitter/Snapchat profiles. Fans of opposing teams have taunted student-athletes based on information obtained from social networking sites.

Students also should be aware that potential employers and graduate school admissions officers now regularly screen applicants by conducting "Google" searches of an applicant's name and by reviewing the applicant's social networking profiles. Students are being passed over for interviews and denied admission to universities based on the content of their profiles.

Students should be very careful about what personal information they share on the internet.

For their own security, protection, and welfare, and that of their teammates and friends, the **Athletics/Activities Department strongly recommends and advises students to:**

- Keep phone numbers, physical addresses, birthdates, current whereabouts, travel plans, and other personal information strictly confidential. This information should not be contained in a student's personal online profile.
- Limit the access of others to e-mail addresses and screen carefully those whom a student may accept as "friends" on a social networking site.
- Use whatever security and privacy features are available to restrict the ability of others to view a student's site or to post pictures, messages, and other content on a student-athlete's site.
- If an individual contacts a student via a social networking site and the nature of the contact makes the student-athlete concerned for his or her safety or makes the student uncomfortable in any way, the student should immediately contact a parent, a coach, sponsor, or an administrator.

Rules Regarding Social Networking Sites

Participation in MCHS Athletics/Activities is a privilege and not a right. As a condition of being a student involved in athletics/activities at MCHS, students must abide by the following rules related to the use of the internet and social networking sites:

1. Any postings or communications via social networking websites which disrupt either the educational or athletic/activity environments or which advocates the violation of any school or team policy would be unacceptable.
2. Students may not post online any pictures, information, or other content that might cause embarrassment to themselves, fellow student-athletes, teams, coaches, sponsors, the Athletics/Activity Department or the school (examples: obscene images or language, nudity, pictures at parties with alcohol, references to drugs, sex, or illegal activities).
3. Students may not post any content online that is unsportsmanlike, derogatory, demeaning or threatening toward any other individual, teammate, coach, sponsor, faculty member, or entity (examples: derogatory comments regarding another school; taunting comments aimed at a student, coach or team at another school). No posts should depict or encourage unacceptable or illegal activities (examples: hazing, sexual harassment/assault, gambling, discrimination, fighting, vandalism, academic dishonesty, underage drinking, and illegal drug use).
4. Students may not post any content online that would constitute a violation of the MCHS Student Code of Conduct.
5. Students may not post any information that is sensitive or personal in nature or is proprietary to the Athletic/Activity Department or the school which is not public information (examples: routines, student-athlete injuries and eligibility status, travel plans/itineraries or information).
6. Students are required to abide by all laws related to the use of the internet (including state and federal privacy laws such as FERPA and HIPPA), and students are personally liable for any violations of those laws.

Student-athletes, activity members at MCHS are required to abide by rules set forth in these guidelines. The failure to do so will be considered a violation of the student-athlete/activity code of conduct and/or the MCHS student code of conduct. The violation may result in disciplinary action by the athletics/activities department and the school.

1st Offense - Warning and parent meeting with the head coach/sponsor. Consequences will be determined based on the severity of the infraction and may include suspension or dismissal from the team or activities/games or after school events.

2nd Offense – Parent meeting with the head coach and the campus Athletic/Activity Director and Campus Dean. Consequences will be determined based on the severity of the infraction and may include suspension or dismissal from the team or activities/games or after school events.

3rd Offense – Parent meeting with the head coach, Athletic/Activity Director, and Administration Principal or Superintendent. Consequences will be determined based on the severity of the infraction and may include suspension or dismissal from the team or activities/games or after school events.

2020

2021

65

**MINOOKA COMMUNITY HIGH SCHOOL DISTRICT #111
SCHOOL CALENDAR 2019/2020**

Thursday	August 8	No Student Attendance-Teacher Institute
Friday	August 9	No Student Attendance-Teacher Institute
Monday	August 12	First Day of Classes
Tuesday	August 13	Second Day of Classes
Monday	September 2	No School-Labor Day
Monday	October 14	No School-Columbus Day
Thursday	October 24	No Student Attendance-Full-day P/T Conferences
Friday	October 25	No Student Attendance-Teacher Institute
Monday	November 11	Holiday Waiver-School In Session-Veterans Day
Wednesday	November 27	No School-Thanksgiving Eve
Thursday	November 28	No School-Thanksgiving Day
Friday	November 29	No School-Thanksgiving Vacation
Wednesday	December 18	Tentative First Semester Finals
Thursday	December 19	Tentative First Semester Finals
Friday	December 20	Tentative First Semester Finals
Monday	December 23	No School-Winter Break
Tuesday	December 24	No School-Winter Break
Wednesday	December 25	No School-Winter Break
Thursday	December 26	No School-Winter Break
Friday	December 27	No School-Winter Break
Monday	December 30	No School-Winter Break
Tuesday	December 31	No School-Winter Break
Wednesday	January 1	No School-Winter Break
Thursday	January 2	No School-Winter Break
Friday	January 3	No School-Winter Break
Monday	January 6	Classes Resume
Monday	January 20	No School-Martin Luther King Day
Friday	January 31	No Student Attendance-Teacher Institute
Monday	February 17	No School-President's Day
Friday	February 28	No Student Attendance-Teacher Institute
Monday	March 2	Holiday Waiver-School In Session-Casimir Pulaski Day
Monday	March 23	No School-Spring Break
Tuesday	March 24	No School-Spring Break
Wednesday	March 25	No School-Spring Break
Thursday	March 26	No School-Spring Break
Friday	March 27	No School-Spring Break

Approved: 3/1/18

5/8/2019

**MINOOKA COMMUNITY HIGH SCHOOL DISTRICT #111
SCHOOL CALENDAR 2019/2020**

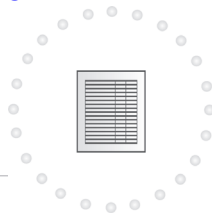
Friday	April 10	No School-Good Friday
Monday	April 13	No School-Easter Monday
Tuesday	May 19	Tentative Second Semester Finals
Wednesday	May 20	Tentative Second Semester Finals
Thursday	May 21	Tentative Second Semester Finals
Friday	May 22	Emergency Day #1
Monday	May 25	No School-Memorial Day
Tuesday	May 26	Emergency Day #2
Wednesday	May 27	Emergency Day #3
Thursday	May 28	Emergency Day #4
Friday	May 29	Emergency Day #5

For updated information on school activities/functions,
please check the monthly newsletter calendar.

Approved: 3/1/18

5/8/2019

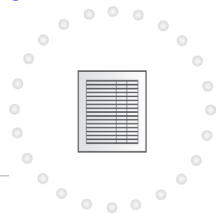
NOTES



NOTES



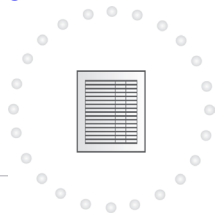
NOTES



NOTES

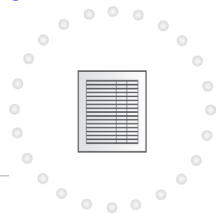


NOTES



The diagram shows a central square room with horizontal lines, surrounded by 20 smaller circular rooms arranged in a ring. This represents a circular building layout.

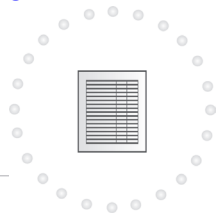
NOTES



NOTES



NOTES



NOTES



[illegible]

August 6, 1991 — British computer scientist Tim Berners-Lee releases files describing his experimental World Wide Web project, a hypertext system that will allow documents to “link” to each other easily.

[illegible]

[illegible]

16 FRIDAY	A Day
17 SATURDAY	AUGUST
18 SUNDAY	AUGUST

THIS WEEK IN HISTORY	<i>August 14, 1908 — The first international beauty contest is held in Folkestone, England.</i>
---------------------------------	---

WEEKLY HALL PASS				
Date	Depart Time	Destination	Return Time	Teacher

[illegible]

23 FRIDAY	B Day
24 SATURDAY	
25 SUNDAY	

AUGUST

AUGUST

AUGUST

THIS WEEK IN HISTORY	<i>August 21, 1911 — Vincenzo Peruggia walks out of the Louvre in Paris, France, with the Mona Lisa hidden beneath his clothes.</i>			
WEEKLY HALL PASS				
Date	Depart Time	Destination	Return Time	Teacher

26	MONDAY	A Day Late Start
		AUGUST
27	TUESDAY	B Day
		AUGUST
28	WEDNESDAY	A Day
		AUGUST
29	THURSDAY	B Day
		AUGUST

[illegible][illegible]

2 MONDAY	Labor Day No School
	SEPTEMBER
3 TUESDAY	B Day
	SEPTEMBER
4 WEDNESDAY	A Day
	SEPTEMBER
5 THURSDAY	B Day
	SEPTEMBER

[illegible]

THIS WEEK IN HISTORY

September 4, 1882 — At 3 p.m., Thomas Edison flips a switch in Edison Electric's Pearl Street station in New York City, lighting a portion of the city. This is often considered the beginning of the age of electricity.

WEEKLY HALL PASS

[illegible]

<div>9 MONDAY</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	<div>B Day</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div>SEPTEMBER</div>
<div>10 TUESDAY</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	<div>A Day</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div>SEPTEMBER</div>
<div>11 WEDNESDAY</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	<div>Patriot Day B Day</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div>SEPTEMBER</div>
<div>12 THURSDAY</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	<div>A Day</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div>SEPTEMBER</div>

[illegible]

THIS WEEK IN HISTORY

September 11, 2001 — A terrorist attack on the World Trade Center in New York City and the Pentagon in Arlington, Virginia, destroys the 110-story twin towers and severely damages a wing of the headquarters of the Department of Defense.

WEEKLY HALL PASS

[illegible]

[illegible]

20	FRIDAY	A Day
		SEPTEMBER
21	SATURDAY	
		SEPTEMBER
22	SUNDAY	
		SEPTEMBER

THIS WEEK IN HISTORY		September 16, 1620 — The Mayflower sails from Plymouth, England, bound for the New World with 102 passengers on board.		
WEEKLY HALL PASS				
Date	Depart Time	Destination	Return Time	Teacher

23 MONDAY	<i>First Day of Autumn</i> B Day
	SEPTEMBER
24 TUESDAY	A Day
	SEPTEMBER
25 WEDNESDAY	B Day
	SEPTEMBER
26 THURSDAY	A Day
	SEPTEMBER

[illegible][illegible]

[illegible]

4	FRIDAY	A Day
		OCTOBER
5	SATURDAY	
		OCTOBER
6	SUNDAY	
		OCTOBER

[illegible]

11	FRIDAY	B Day
		OCTOBER
12	SATURDAY	
		OCTOBER
13	SUNDAY	
		OCTOBER

[illegible]

[illegible]

18 FRIDAY	B Day
19 SATURDAY	
20 SUNDAY	

OCTOBER

OCTOBER

OCTOBER

THIS WEEK IN HISTORY	<i>October 17, 1931 — Al Capone, a longtime organized crime kingpin, lands in jail after being convicted for tax evasion.</i>			
WEEKLY HALL PASS				
Date	Depart Time	Destination	Return Time	Teacher

21 MONDAY

A Day

OCTOBER

22 TUESDAY

B Day

OCTOBER

23 WEDNESDAY

A Day

OCTOBER

24 THURSDAY

No School - P/T Conferences

OCTOBER

1 FRIDAY	B Day
	NOVEMBER
2 SATURDAY	
	NOVEMBER
3 SUNDAY	Standard Time returns
	NOVEMBER

THIS WEEK IN HISTORY	<i>October 29, 1929 — New York Stock Exchange prices collapse. Stockholders sell 16 million shares and lose billions of dollars. The market's crash ushers in the Great Depression.</i>			
WEEKLY HALL PASS				
Date	Depart Time	Destination	Return Time	Teacher

9 SATURDAY	<i>Mawlid al-Nabi begins at sundown</i>

NOVEMBER

10 SUNDAY	NOVEMBER

November 4, 1922 — English archaeologist Howard Carter discovers the entrance to King Tutankhamun's tomb in the Valley of the Kings, Egypt.

[illegible]

B Day

Holiday Waiver - School In Session

12 TUESDAY

A Day

13 WEDNESDAY

B Day

14 THURSDAY

A Day

15 FRIDAY	B Day
16 SATURDAY	
17 SUNDAY	

NOVEMBER

NOVEMBER

NOVEMBER

**THIS WEEK
IN HISTORY**

November 11, 1918 — World War I comes to an end. Many countries recognize this day as Armistice Day; Americans also celebrate it as Veterans Day.

WEEKLY HALL PASS

Date	Depart Time	Destination	Return Time	Teacher

18 MONDAY

A Day

NOVEMBER

19 TUESDAY

B Day
Late Start

NOVEMBER

20 WEDNESDAY

A Day

NOVEMBER

21 THURSDAY

B Day

NOVEMBER

23	SATURDAY	

NOVEMBER

24	SUNDAY	NOVEMBER

November 19, 1969 — Brazilian soccer star Pelé scores his 1,000th professional goal during a game at Maracanã Stadium in Rio de Janeiro.

[illegible]

25 MONDAY

B Day

NOVEMBER

26 TUESDAY

A Day

NOVEMBER

27 WEDNESDAY

No School - Thanksgiving Break

NOVEMBER

28 THURSDAY

Thanksgiving
No School - Thanksgiving Break

NOVEMBER

29 FRIDAY	No School - Thanksgiving Break
NOVEMBER	
30 SATURDAY	
NOVEMBER	
1 SUNDAY	
DECEMBER	

THIS WEEK IN HISTORY	November 26, 1864 — Charles Dodgson, aka Lewis Carroll, sends a manuscript of fantastic stories to 10-year-old Alice Liddell. Dodgson publishes the story in 1865 as <i>Alice's Adventures in Wonderland</i> .			
WEEKLY HALL PASS				
Date	Depart Time	Destination	Return Time	Teacher

December 5, 1933 — The 21st Amendment to the U.S. Constitution is ratified, repealing the 18th Amendment and bringing an end to national prohibition of alcohol.

WEEKLY HALL PASS

[illegible]

DECEMBER

14	SATURDAY	<div>DECEMBER</div>

DECEMBER

15	SUNDAY	<div>DECEMBER</div>

DECEMBER

December 10, 1898 — The Treaty of Paris ends the Spanish-American War.

WEEKLY HALL PASS

[illegible]

16 MONDAY

B Day

DECEMBER

17 TUESDAY

A Day

DECEMBER

18 WEDNESDAY

Tentative Semester Exams

DECEMBER

19 THURSDAY

Tentative Semester Exams

DECEMBER

23 MONDAY

No School - Winter Break

DECEMBER

24 TUESDAY

No School - Winter Break

DECEMBER

25 WEDNESDAY

Christmas
No School - Winter Break

DECEMBER

26 THURSDAY

Kwanzaa begins
No School - Winter Break

DECEMBER

28 SATURDAY	No School - Winter Break

DECEMBER

29 SUNDAY	No School - Winter Break

DECEMBER

THIS WEEK IN HISTORY December 27, 1904 — *Peter Pan*, by playwright James Barrie, opens at the Duke of York's Theatre in London.

WEEKLY HALL PASS

[illegible]

30 MONDAY

No School - Winter Break

DECEMBER

31 TUESDAY

No School - Winter Break

DECEMBER

1 WEDNESDAY

New Year's Day
No School - Winter Break

JANUARY

2 THURSDAY

No School - Winter Break

JANUARY

January 1, 1863 — President Abraham Lincoln signs the Emancipation Proclamation, declaring all persons held as slaves in areas that were fighting Union forces to be forever free.

WEEKLY HALL PASS

[illegible]

10 FRIDAY	A Day
11 SATURDAY	
12 SUNDAY	

JANUARY

JANUARY

JANUARY

THIS WEEK IN HISTORY	<i>January 10, 1946 — Delegates from 51 nations meet in London, England, for the first meeting of the United Nations General Assembly.</i>
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WEEKLY HALL PASS				
Date	Depart Time	Destination	Return Time	Teacher

13 MONDAY

B Day
Late Start

JANUARY

14 TUESDAY

A Day

JANUARY

15 WEDNESDAY

B Day

JANUARY

16 THURSDAY

A Day

JANUARY

17 FRIDAY	B Day
18 SATURDAY	
19 SUNDAY	

JANUARY

JANUARY

JANUARY

THIS WEEK IN HISTORY	<i>January 15, 1929 — Martin Luther King Jr., a black civil rights leader, minister, advocate of nonviolence, and Nobel Peace Prize recipient, is born.</i>
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WEEKLY HALL PASS				
Date	Depart Time	Destination	Return Time	Teacher

20 MONDAY

*Martin Luther King, Jr. Day
(Observed)
No School*

JANUARY

21 TUESDAY

A Day

JANUARY

22 WEDNESDAY

B Day

JANUARY

23 THURSDAY

A Day

JANUARY

25 SATURDAY	Chinese New Year

JANUARY

26	SUNDAY	

JANUARY

January 21, 1976 — Britain and France put the supersonic Concorde airplane into service for the first time.

[illegible]

JANUARY

1	SATURDAY	FEBRUARY

2	SUNDAY	Groundhog Day

FEBRUARY

FEBRUARY

**THIS WEEK
IN HISTORY** *January 30, 1948 — A Hindu fanatic assassinates Mohandas Gandhi, the political and spiritual leader of the Indian independence movement.*

WEEKLY HALL PASS[illegible]

February 4, 2003 — The Federal Republic of Yugoslavia disbands; two Balkan republics, Serbia and Montenegro, unite and adopt a constitution, forming the state of Serbia and Montenegro. The union holds until June 2006.

WEEKLY HALL PASS

[illegible]

10 MONDAY

B Day

FEBRUARY

11 TUESDAY

A Day

FEBRUARY

12 WEDNESDAY

Lincoln's Birthday
B Day

FEBRUARY

13 THURSDAY

A Day

FEBRUARY

*February 11, 660 BC — Traditional founding date of Japan by Emperor Jimmu Tenno.
The name Japan is often translated as “The Land of the Rising Sun.”*

WEEKLY HALL PASS

[illegible]

February 18, 1930 — As part of a scientific effort to study midair effects on animals, Elm Farm Ollie becomes the first cow to ever fly in an airplane.

WEEKLY HALL PASS

[illegible]

No School - Teacher Institute

29 SATURDAY**1 SUNDAY**

THIS WEEK IN HISTORY

February 26, 1919—Grand Canyon National Park is established, covering 1.2 million acres. A gorge of the Colorado River, it is considered one of the world's most spectacular natural phenomena.

WEEKLY HALL PASS

[illegible]

6	FRIDAY	A Day
		MARCH
7	SATURDAY	
		MARCH
8	SUNDAY	Daylight-Saving Time begins
		MARCH

[illegible]

14	SATURDAY	

MARCH

15 SUNDAY	

MARCH

**THIS WEEK
IN HISTORY** March 11, 2009 — Toyota Motor Co. sells its millionth hybrid vehicle in its Toyota and Lexus lines in the United States. The Prius is the top-selling model.

WEEKLY HALL PASS	
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[illegible]

16 MONDAY

A Day

MARCH

17 TUESDAY

St. Patrick's Day
B Day

MARCH

18 WEDNESDAY

A Day

MARCH

19 THURSDAY

First Day of Spring
B Day

MARCH

March 20, 1916 — Albert Einstein publishes his theory of general relativity.

WEEKLY HALL PASS

[illegible]

March 24, 1989 — The tanker Exxon Valdez runs aground in Prince William Sound on the Gulf of Alaska, leaking 11 million gallons of oil into one of nature's richest habitats.

[illegible]

30 MONDAY

B Day
Late Start

MARCH

31 TUESDAY

A Day

MARCH

1 WEDNESDAY

April Fools' Day
B Day

APRIL

2 THURSDAY

A Day

APRIL

March 30, 1867 — U.S. Secretary of State William Seward reaches an agreement to purchase Alaska from Russia for \$7.2 million. Uncertain of its value, the U.S. Senate approves the purchase by only one vote.

[illegible]

April 15, 1912 — The “unsinkable” luxury liner Titanic strikes an iceberg and sinks on its maiden voyage from Southampton, England, to New York City. More than 1,500 of its 2,200 passengers are killed.

[illegible]

20 MONDAY

B Day
Late Start

APRIL

21 TUESDAY

A Day

APRIL

22 WEDNESDAY

Earth Day
B Day

APRIL

23 THURSDAY

Ramadan begins at sundown
A Day

APRIL

25	SATURDAY	

APRIL

26	SUNDAY	APRIL

**THIS WEEK
IN HISTORY** April 22, 1970—Americans celebrate the first Earth Day, an event to increase public awareness of the world's environmental problems.

[illegible]

27 MONDAY

A Day

APRIL

28 TUESDAY

B Day

APRIL

29 WEDNESDAY

A Day

APRIL

30 THURSDAY

B Day

APRIL

1 FRIDAY	A Day
2 SATURDAY	
3 SUNDAY	

MAY

MAY

MAY

**THIS WEEK
IN HISTORY**

April 29, 1429 — 17-year-old Joan of Arc leads a French force to end the English siege of the city of Orléans. She is captured and killed in 1431.

WEEKLY HALL PASS

Date	Depart Time	Destination	Return Time	Teacher

May 6, 1889 — The Eiffel Tower opens to the public at the Paris World's Fair. The top is reached by 1,665 steps. The tower holds the claim of being the world's tallest building for 41 years.

[illegible]

11 MONDAY

A Day

MAY

12 TUESDAY

B Day

MAY

13 WEDNESDAY

A Day

MAY

14 THURSDAY

B Day

MAY

MAY

16 SATURDAY	

MAY

17	SUNDAY	

MAY

*May 17, 1954 — The U.S. Supreme Court unanimously rules racial segregation in public educational facilities unconstitutional in the landmark case **Brown v. Board of Education of Topeka**.*

[illegible]

18 MONDAY

Laylat al-Qadr begins at sundown
B Day

MAY

19 TUESDAY

Tentative Semester Exams

MAY

20 WEDNESDAY

Tentative Semester Exams

MAY

21 THURSDAY

Tentative Semester Exams

MAY

Emergency Day #1

23 SATURDAY

Eid al-Fitr begins at sundown

24 SUNDAY

THIS WEEK IN HISTORY

May 21, 1927 — Charles Lindbergh makes the first solo trans-Atlantic flight from New York to Paris. On this date in 1932, Amelia Earhart becomes the first woman to fly solo across the Atlantic Ocean.

WEEKLY HALL PASS

[illegible]

Emergency Day #5

30 SATURDAY**31 SUNDAY**

THIS WEEK IN HISTORY

May 27, 1937 — The Golden Gate Bridge opens in San Francisco. About 200,000 people walk across the bridge on that first day.

WEEKLY HALL PASS

[illegible]

5 FRIDAY	
6 SATURDAY	
7 SUNDAY	

JUNE

JUNE

JUNE

**THIS WEEK
IN HISTORY**

June 1, 1980 — CNN (Cable News Network) makes its debut as
the world's first 24-hour television news network.

WEEKLY HALL PASS

Date	Depart Time	Destination	Return Time	Teacher

JUNE 2020

★ GOALS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
1	2	3	4
8	9	10	11
15	16	17	18
22	23	24	25
29	30	1	2

REMINDERS ☒

FRIDAY	SATURDAY	SUNDAY	NOTES
5	6	7	
12	13	14 <i>Flag Day</i>	
19	20 <i>First Day of Summer</i>	21 <i>Father's Day</i>	
26	27	28	
3	4	5	

JULY 2020

★ GOALS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
29	30	1	2
6	7	8	9
13	14	15	16
20	21	22	23
27	28	29	30 <i>Eid al-Adha begins at sundown</i>

REMINDERS ☒

FRIDAY	SATURDAY	SUNDAY	NOTES
3	4 <i>Independence Day</i>	5	
10	11	12	
17	18	19	
24	25	26	
31	1	2	

LANGUAGE ARTS *MLA style of documentation*

YOUR WORKS-CITED LIST	Your works-cited list should appear at the end of your essay. It provides the information necessary for a reader to locate and retrieve any source you cite in the essay. Each source you cite in the essay must appear in your works-cited list; likewise, each entry in the works-cited list must be cited in the text.
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According to the *Modern Language Association Handbook for Writers of Research Papers, 8th edition*:

- {1} Double-space all entries.
- {2} Begin the first line of an entry flush with the left margin, and indent lines that follow by one-half inch.
- {3} List entries in alphabetical order by the author's last name. If you are listing more than one work by the same author, alphabetize the works according to title. Instead of repeating the author's name, type three hyphens followed by a period, and then give the title.
- {4} Italicize the titles of works published independently. Books, plays, long poems, pamphlets, periodicals, and films are all published independently.
- {5} If the title of a book you are citing includes the title of another book, italicize the main title but not the other title.
- {6} Use quotation marks to indicate titles of short works included in larger works, song titles, and titles of unpublished works.
- {7} Separate the author, title, and publication information with a period followed by one space.
- {8} Use lowercase abbreviations to identify parts of a work (for example, vol. for volume), a named translator (trans.), and a named editor (ed.). However, when these designations follow a period, the first letter should be capitalized.
- {9} Use the shortened forms for the publisher's name. When the publisher's name includes the name of a person, cite the last name alone. When the publisher's name includes the name of more than one person, cite only the first of these names.
- {10} Use the phrase, "Accessed 5 Jan. 2019" instead of listing the date or the abbreviation, "n.d."

ANY CITATION (GENERAL GUIDELINES)	Author. Title. Title of container (self contained if book), Other contributors (translators or editors), Version (edition), Number (vol. and/or no.), Publisher, Publication Date, Location (pages, paragraphs, URL, or DOI). 2nd container's title, Other contributors, Version, Number, Publisher, Publication date, Date of Access (if applicable).
PAGE ON A WEBSITE	"How to Change Your Car's Oil." <i>eHow</i> , 25 Sept. 2018, www.ehow.com/how_2018_how-oil.html. Accessed 5 Jan. 2019.
ARTICLE IN A JOURNAL FROM A WEBSITE (ALSO IN PRINT)	Doe, Jim. "Laws of the Open Sea." <i>Maritime Law</i> , vol. 3, no. 6, 2018, pp. 595-600, www.maritimelaw.org/article. Accessed 8 Feb. 2019.
ARTICLE IN A PERIODICAL (GENERAL GUIDELINES)	Author's last name, first name. "Article title." <i>Periodical title</i> , Day Month Year, pages.
BYLINED ARTICLE FROM A DAILY NEWSPAPER	Barringer, Felicity. "Where Many Elderly Live, Signs of the Future." <i>New York Times</i> , 7 Mar. 2018, p. A12.
UNBYLINED ARTICLE FROM A DAILY NEWSPAPER	"Infant Mortality Down; Race Disparity Widens." <i>Washington Post</i> , 12 Mar. 2018, p. A12.
ARTICLE FROM A MONTHLY OR BIMONTHLY MAGAZINE	Willis, Garry. "The Words that Remade America: Lincoln at Gettysburg." <i>Atlantic</i> , June 2019, pp. 57-79.
ARTICLE FROM A WEEKLY OR BIWEEKLY MAGAZINE	Hughes, Robert. "Futurisms Farthest Frontier." <i>Time</i> , 9 July 2019, pp. 58-59.
EDITORIAL	"A Question of Medical Sight." Editorial. <i>Plain Dealer</i> , 11 Mar. 2019, p. 6B.

LANGUAGE ARTS *MLA style of documentation*

BOOK (GENERAL GUIDELINES)	Author's last name, first name. <i>Book title</i> . Publisher, publication date.
BOOK BY ONE AUTHOR	Wheelen, Richard. <i>Sherman's March</i> . Crowell, 1978.
TWO OR MORE BOOKS BY THE SAME AUTHOR	Garreau, Joel. <i>Edge City: Life on the New Frontier</i> . Doubleday, 1991. ---. <i>The Nine Nations of North America</i> . Houghton, 1981.
BOOK BY TWO OR THREE AUTHORS	Purves, Alan C., and Victoria Rippere. <i>Elements of Writing About a Literary Work</i> . NCTE, 1968.
BOOK BY FOUR OR MORE AUTHORS	Pratt, Robert A., et al. <i>Masters of British Literature</i> . Houghton, 1956.
BOOK BY A CORPORATE AUTHOR	The Rockefeller Panel Reports. <i>Prospect for America</i> . Doubleday, 1961.
BOOK BY AN ANONYMOUS AUTHOR	<i>Literary Market Place: The Dictionary of American Book Publishing</i> . 2003 ed., Bowker, 2002.
BOOK WITH AN AUTHOR AND AN EDITOR	Toomer, Jean. <i>Cane</i> . Edited by Darwin T. Turner, Norton, 1988.
A WORK IN AN ANTHOLOGY	Morris, William. "The Haystack in the Floods." <i>Nineteenth Century British Minor Poets</i> , edited by Richard Wilbur and W. H. Auden, Dell, Laurel Edition, 1965, pp. 35-52.
AN EDITION OTHER THAN THE FIRST	Chaucer, Geoffrey. <i>The Riverside Chaucer</i> . Edited by Larry D. Benson. 3rd ed., Houghton, 1987.
SIGNED ARTICLE IN A REFERENCE BOOK	Wallace, Wilson D. "Superstition." <i>World Book Encyclopedia</i> . 1970 ed., vol. 2, Macmillan, 2019.



* IUPAC conventional atomic weights; standard atomic weights for these elements are expressed in intervals; see iupac.org for an explanation and values. ** Numbering system adopted by IUPAC. *** Numbering system widely used from the mid-20th century. (†) Indicates the mass number of the longest-lived isotope.

Source: The International Union of Pure and Applied Chemistry (IUPAC), Encyclopaedia Britannica, and others.

SCIENCE *weights & measures & formulas*



WEIGHTS AND MEASURES

ENGLISH

Area

1 square foot (ft ²)	-----	144 square inches (in ²)
1 square yard (yd ²)	-----	9 square feet
1 acre	-----	43,560 square feet
1 square mile (mi ²)	-----	640 acres

Capacity

1 cup (c)	-----	8 fluid ounces (fl oz)
1 pint (pt)	-----	2 cups
1 quart (qt)	-----	2 pints
1 quart	-----	4 cups
1 gallon (gal)	-----	4 quarts

Length

1 foot (ft)	-----	12 inches (in)
1 yard (yd)	-----	36 inches
1 yard	-----	3 feet
1 mile (mi)	-----	5,280 feet
1 mile	-----	1,760 yards

Time

1 minute (min)	-----	60 seconds (s)
1 hour (h)	-----	60 minutes
1 day (d)	-----	24 hours
1 week (wk)	-----	7 days
1 year (yr)	-----	12 months (mo)
1 year	-----	52 weeks
1 year	-----	365 days
1 century (c)	-----	100 years

Weight

1 pound (lb)	-----	16 ounces (oz)
1 short ton (T)	-----	2,000 pounds

FORMULAS

Perimeter of a rectangle	-----	$P = 2(l+w)$
Perimeter of a square	-----	$P = 4s$
Perimeter of a regular polygon	-----	$P = ns$ (n = number of sides)
Area of a rectangle	-----	$A = lw$
Area of a square	-----	$A = s^2$
Area of a parallelogram	-----	$A = bh$
Area of a triangle	-----	$A = \frac{1}{2}bh$
Area of a trapezoid	-----	$A = \frac{1}{2}h(b_1 + b_2)$
Area of a circle	-----	$A = \pi r^2$
Circumference of a circle	-----	$C = \pi d$, or $2\pi r$
Volume of a rectangular prism	-----	$V = lwh$
Volume of any prism	-----	$V = Bh$
Volume of a cylinder	-----	$V = \pi r^2 h$
Volume of a pyramid	-----	$V = \frac{1}{3}Bh$
Volume of a cone	-----	$V = \frac{1}{3}\pi r^2 h$
Surface area of a cylinder	-----	$SA = 2\pi r^2 + 2\pi rh$
Pythagorean Theorem	-----	$a^2 + b^2 = c^2$ (sides of a right triangle)

Simple interest----- $I = prt$

Distance----- $d = rt$

METRIC

Area

1 sq centimeter (cm ²)	-----	100 sq millimeters (mm ²)
1 sq meter (m ²)	-----	10,000 sq centimeters
1 hectare (ha)	-----	10,000 square meters
1 sq kilometer (km ²)	-----	1,000,000 sq meters

Capacity

1 milliliter (ml)	-----	.001 liter (L)
1 centiliter (cl)	-----	.01 liter
1 deciliter (dl)	-----	.1 liter
1 dekaliter (dal)	-----	10 liters
1 hectoliter (hl)	-----	100 liters
1 kiloliter (kl)	-----	1,000 liters

Length

1 millimeter (mm)	-----	.001 meter (m)
1 centimeter (cm)	-----	.01 meter
1 decimeter (dm)	-----	.1 meter
1 dekameter (dam)	-----	10 meters
1 hectometer (hm)	-----	100 meters
1 kilometer (km)	-----	1,000 meters

Mass/Weight

1 milligram (mg)	-----	.001 gram (g)
1 centigram (cg)	-----	.01 gram
1 decigram (dg)	-----	.1 gram
1 dekagram (dag)	-----	10 grams
1 hectogram (hg)	-----	100 grams
1 kilogram (kg)	-----	1,000 grams
1 metric ton (t)	-----	1,000 kilograms

FORMULA KEY

A	=	area
b	=	base, length of any side of a plane figure
B	=	area of base
d	=	diameter
h	=	height, perpendicular distance from the furthest point of the figure to the extended base
l	=	length
P	=	perimeter
r	=	radius
s	=	side
sa	=	surface area
V	=	volume
w	=	width

I = interest, p = principal, r = rate, t = time

d = distance, r = rate, t = time

MATHEMATICS *squares & square roots*

SQUARES & SQUARE ROOTS

N	N ²	\sqrt{N}
1	1	1.00
2	4	1.41
3	9	1.73
4	16	2.00
5	25	2.24
6	36	2.45
7	49	2.65
8	64	2.83
9	81	3.00
10	100	3.16
11	121	3.32
12	144	3.46
13	169	3.61
14	196	3.74
15	225	3.87
16	256	4.00
17	289	4.12
18	324	4.24
19	361	4.36
20	400	4.47
21	441	4.58
22	484	4.69
23	529	4.80
24	576	4.90
25	625	5.00
26	676	5.10
27	729	5.20
28	784	5.29
29	841	5.39
30	900	5.48
31	961	5.57
32	1,024	5.66
33	1,089	5.74
34	1,156	5.83
35	1,225	5.92
36	1,296	6.00
37	1,369	6.08
38	1,444	6.16
39	1,521	6.24
40	1,600	6.32
41	1,681	6.40
42	1,764	6.48
43	1,849	6.56
44	1,936	6.63
45	2,025	6.71
46	2,116	6.78
47	2,209	6.86
48	2,304	6.93
49	2,401	7.00
50	2,500	7.07

N	N ²	\sqrt{N}
51	2,601	7.14
52	2,704	7.21
53	2,809	7.28
54	2,916	7.35
55	3,025	7.42
56	3,136	7.48
57	3,249	7.55
58	3,364	7.62
59	3,481	7.68
60	3,600	7.75
61	3,721	7.81
62	3,844	7.87
63	3,969	7.94
64	4,096	8.00
65	4,225	8.06
66	4,356	8.12
67	4,489	8.19
68	4,624	8.25
69	4,761	8.31
70	4,900	8.37
71	5,041	8.43
72	5,184	8.49
73	5,329	8.54
74	5,476	8.60
75	5,625	8.66
76	5,776	8.72
77	5,929	8.77
78	6,084	8.83
79	6,241	8.89
80	6,400	8.94
81	6,561	9.00
82	6,724	9.06
83	6,889	9.11
84	7,056	9.17
85	7,225	9.22
86	7,396	9.27
87	7,569	9.33
88	7,744	9.38
89	7,921	9.43
90	8,100	9.49
91	8,281	9.54
92	8,464	9.59
93	8,649	9.64
94	8,836	9.70
95	9,025	9.75
96	9,216	9.80
97	9,409	9.85
98	9,604	9.90
99	9,801	9.95
100	10,000	10.00

N	N ²	\sqrt{N}
101	10,201	10.05
102	10,404	10.10
103	10,609	10.15
104	10,816	10.20
105	11,025	10.25
106	11,236	10.30
107	11,449	10.34
108	11,664	10.39
109	11,881	10.44
110	12,100	10.49
111	12,321	10.54
112	12,544	10.58
113	12,769	10.63
114	12,996	10.68
115	13,225	10.72
116	13,456	10.77
117	13,689	10.82
118	13,924	10.86
119	14,161	10.91
120	14,400	10.95
121	14,641	11.00
122	14,884	11.05
123	15,129	11.09
124	15,376	11.14
125	15,625	11.18
126	15,876	11.22
127	16,129	11.27
128	16,384	11.31
129	16,641	11.36
130	16,900	11.40
131	17,161	11.45
132	17,424	11.49
133	17,689	11.53
134	17,956	11.58
135	18,225	11.62
136	18,496	11.66
137	18,769	11.70
138	19,044	11.75
139	19,321	11.79
140	19,600	11.83
141	19,881	11.87
142	20,164	11.92
143	20,449	11.96
144	20,736	12.00
145	21,025	12.04
146	21,316	12.08
147	21,609	12.12
148	21,904	12.17
149	22,201	12.21
150	22,500	12.25

MATHEMATICS *trigonometry*

TRIGONOMETRIC RATIOS

$$\sin(A+B) = \sin A \cos B + \cos A \sin B$$

$$\sin(A-B) = \sin A \cos B - \cos A \sin B$$

$$\cos(A+B) = \cos A \cos B - \sin A \sin B$$

$$\cos(A-B) = \cos A \cos B + \sin A \sin B$$

$$\tan(A+B) = \frac{\tan A + \tan B}{1 - \tan A \tan B}$$

$$\tan(A-B) = \frac{\tan A - \tan B}{1 + \tan A \tan B}$$

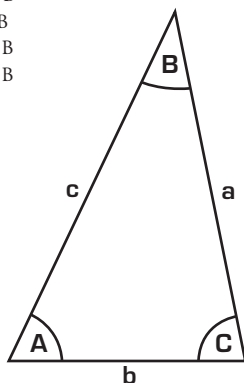
$$\tan \theta = \frac{\sin \theta}{\cos \theta}$$

$$\sin^2 \theta + \cos^2 \theta = 1$$

$$\cos^2 \theta - \sin^2 \theta = \cos 2\theta$$

$$\tan^2 \theta + 1 = \sec^2 \theta$$

$$\cot^2 \theta + 1 = \csc^2 \theta$$



TRIGONOMETRIC RATIOS

Law of Sines

$$\frac{a}{\sin A} = \frac{b}{\sin B} = \frac{c}{\sin C}$$

Law of Cosines

$$a^2 = b^2 + c^2 - 2bc(\cos A)$$

$$b^2 = a^2 + c^2 - 2ac(\cos B)$$

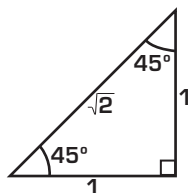
$$c^2 = a^2 + b^2 - 2ab(\cos C)$$

Law of Tangents

$$\frac{a-b}{a+b} = \frac{\tan 1/2(A-B)}{\tan 1/2(A+B)}$$

$$\frac{b-c}{b+c} = \frac{\tan 1/2(B-C)}{\tan 1/2(B+C)}$$

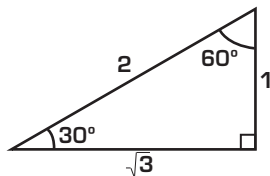
$$\frac{c-a}{c+a} = \frac{\tan 1/2(C-A)}{\tan 1/2(C+A)}$$



$$\sin 45^\circ = \frac{1}{\sqrt{2}}$$

$$\cos 45^\circ = \frac{1}{\sqrt{2}}$$

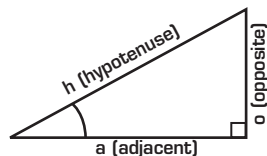
$$\tan 45^\circ = 1$$



$$\sin 30^\circ = \frac{1}{2} \quad \sin 60^\circ = \frac{\sqrt{3}}{2}$$

$$\cos 30^\circ = \frac{\sqrt{3}}{2} \quad \cos 60^\circ = \frac{1}{2}$$

$$\tan 30^\circ = \frac{1}{\sqrt{3}} \quad \tan 60^\circ = \sqrt{3}$$



$$\sin \theta = \frac{o \text{ (opposite)}}{h \text{ (hypotenuse)}} = \frac{1}{\csc \theta}$$

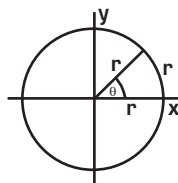
$$\cos \theta = \frac{a \text{ (adjacent)}}{h \text{ (hypotenuse)}} = \frac{1}{\sec \theta}$$

$$\tan \theta = \frac{o \text{ (opposite)}}{a \text{ (adjacent)}} = \frac{1}{\cot \theta}$$

VALUES OF TRIGONOMETRIC RATIOS

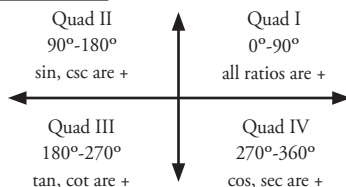
θ	0	$\pi/2$	π	$3\pi/2$	2π
$\sin \theta$	0	1	0	-1	0
$\cos \theta$	1	0	-1	0	1
$\tan \theta$ (\sin/\cos)	0	∞	0	$-\infty$	0
$\sec \theta$ ($1/\cos$)	1	∞	-1	∞	1
$\csc \theta$ ($1/\sin$)	∞	1	∞	-1	∞
$\cot \theta$ ($1/\tan$)	∞	0	$-\infty$	0	∞

note: ∞ denotes undefined or infinite



$\theta = 1$ radian
 π radians = 180°
 2π radians = 360°

QUADRANTS



eReference (database/ebooks) Passwords

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Ancestry: Library Edition – no offsite access, must use at MCHS		
EBSCO	minooka	library
First Search	100-110-023	exves*ram
Gale	mino34663	indians
Grolier Online	minooka	home
Infobase	minookaachs	indians
JSTOR	minooka	indians
ProQuest	minooka123	indians
Salem History/Literature	minooka	
SIRS Issues Researcher	minooka	indians
World Book	minooka	library
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